

# Request for Waiver of Early Termination Fee

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver of the early termination fee associated with my account, [Account Number], due to [briefly explain the reason, e.g., unforeseen circumstances, financial hardship, etc.].

As a loyal customer of [Company Name] for [duration of time], I have always appreciated the services provided. However, [elaborate on the specific situation that necessitates this request, including any supporting details or documentation if applicable].

In light of the circumstances, I kindly ask you to consider waiving the early termination fee. I believe this gesture would not only aid me during this challenging time but also reinforce my loyalty to [Company Name] in the future.

Thank you for considering my request. I look forward to your understanding and a favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussion.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]