

Early Termination Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a waiver for the early termination fee associated with my account ([Your Account Number]). Due to [brief explanation of the circumstances leading to your request, e.g., job relocation, medical reasons], I am unable to continue my contract.

I have been a loyal customer since [Start Date] and have always fulfilled my obligations. Given the unforeseen circumstances, I kindly ask for your understanding and consideration in waiving the early termination fee so that I may terminate my service without penalty.

Thank you for considering my request. I hope to hear from you soon regarding this matter.

Sincerely,

[Your Name]