

Service Charge Waiver Claim for Relocation Costs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver of the service charge related to my recent relocation costs incurred from [Original Location] to [New Location]. Due to [brief explanation of circumstances, e.g., financial hardship, job transfer], I am seeking your understanding in this matter.

In support of my claim, I have attached the following documents:

- Proof of relocation expenses
- Relevant receipts and invoices
- Any other supporting documentation

I appreciate your consideration of my request and look forward to your prompt response. Thank you for your understanding.

Sincerely,

[Your Name]