

Service Charge Waiver Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the service charges incurred in [mention the period] due to unforeseen expenses that have arisen unexpectedly.

Due to [briefly explain the reason for unexpected expenses, e.g., medical emergencies, loss of income, etc.], my financial situation has been significantly impacted. As a result, I am currently experiencing difficulties in managing my budget, and the service charges have further strained my resources.

I have always strived to meet my obligations on time, and this situation is not a reflection of my usual financial practices. I kindly ask you to consider my circumstances and grant a waiver for the service charges this time.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]