

Request for Service Charge Waiver

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver of service charges due to my current financial hardship.

Due to [briefly describe your situation, e.g., loss of job, medical expenses, etc.], I am facing significant financial challenges that have made it difficult for me to meet my obligations. I have always valued the services provided and have been a loyal customer for [duration of your relationship with them].

In these difficult times, any assistance would be greatly appreciated, and I kindly ask for your understanding and support in waiving the service charges for this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]