

Penalty Waiver Request Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver of the penalty associated with [brief description of the penalty, e.g., late payment, missed deadline, etc.].

Due to [reason for the request, such as unexpected circumstances or difficulties], I was unable to [action that led to the penalty]. I understand the importance of adhering to deadlines and responsibilities, and I sincerely apologize for any inconvenience this may have caused.

Given the circumstances, I kindly request the consideration of waiving the penalty. I assure you that I am taking necessary steps to prevent such issues in the future.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]