

# Loan Penalty Waiver Appeal

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally appeal for a waiver of the penalty incurred on my loan, account number [Insert Account Number].

Due to [briefly explain reason such as unexpected financial hardship, medical emergencies, etc.], I have experienced difficulties in adhering to the loan repayment schedule. I sincerely apologize for any inconveniences caused.

Since then, I have made adjustments to my financial management and have successfully [mention any changes such as secured a new job, reduced expenses, etc.]. I also want to highlight the recent changes in the loan terms that I believe will help me in meeting future obligations:

- Lowered interest rate of [insert percentage]
- Extended repayment period to [insert new term]
- Increased payment flexibility options

Given these changes and the efforts I am making to comply with the new terms, I kindly request a reconsideration of the penalty imposed on my account. I genuinely value my relationship with [Lender's Institution] and assure you of my commitment to fulfilling my loan obligations going forward.

Thank you for considering my appeal. I appreciate your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]