

# Application for Loan Penalty Waiver

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 request a waiver of penalties associated with my loan, account number [Insert Account Number], due to my recent loss of employment.

Due to unforeseen circumstances, I was laid off from my position at [Insert Company Name] on [Insert Date of Job Loss]. This unexpected event has severely impacted my financial situation, making it difficult for me to make my loan payments as scheduled.

I have always been diligent in meeting my repayment obligations and am committed to resolving this issue. Given my circumstances, I kindly request your consideration for a waiver of the penalties incurred during this challenging period.

Thank you for taking the time to consider my request. I appreciate your understanding and support. I am looking forward to your positive response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]