

Request for Loan Penalty Waiver

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Subject: Request for Waiver of Loan Penalty

Dear [Lender's Name],

I am writing to formally request a waiver of the penalty associated with my loan account number [Loan Account Number]. Due to [brief explanation of circumstances leading to the request, e.g., unexpected medical expenses, job loss], I was unable to make my payments on time.

As a loyal customer, I value my relationship with [Lender's Name] and have always aimed to maintain my account in good standing. I have attached supporting financial documents, including [list of documents such as income statements, bank statements, proof of hardship], to provide a clearer picture of my current financial situation.

I kindly ask for your understanding and consideration in waiving the penalty, allowing me to focus on getting back on track with my loan payments. I appreciate your attention to this matter and await your favorable response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]