

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 Penalties

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a waiver for the penalties incurred on my loan account, [Loan Account Number]. Due to unforeseen financial difficulties, I have been unable to meet my payment obligations as scheduled.

Currently, I am experiencing [briefly explain your financial hardship, e.g., job loss, medical emergency], which has significantly impacted my ability to maintain regular payments. I have made every effort to stay on track, but this situation has proven to be overwhelming.

I kindly ask for your consideration in waiving the penalties associated with my account during this challenging time. I am committed to reinstating my payments and fulfilling my loan obligations as soon as possible.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]