

Request for Loan Penalty Waiver

Date: [Insert Date]

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

[Bank Name]
[Bank Address]
[City, State, Zip]

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request a waiver of the penalties associated with my loan account [Insert Loan Account Number] due to the impact of the recent natural disaster in my area.

The [specify the natural disaster, e.g., hurricane, flood, etc.] that occurred on [insert date of disaster] has had a devastating effect on my livelihood and financial stability. As a result, I have faced unexpected challenges that have hindered my ability to meet my loan obligations on time.

Thank you for considering my request. I look forward to your positive response and appreciate your assistance in this regard.

Sincerely,

[Your Name]