

Request for Waiver of Additional Debt Interest

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a waiver of the additional interest charges applied to my account [Account Number] due to [briefly explain the reason, e.g., financial hardship, late payment circumstances, etc.].

Despite my best efforts to manage my finances, [describe any relevant details that support your request]. I have maintained a record of timely payments in the past, and I am committed to rectifying this situation.

I kindly ask you to consider waiving the additional interest charges and providing me the opportunity to bring my account back to good standing. Your understanding of my situation would be greatly appreciated.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]