

Lease Penalty Waiver Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a waiver of the lease penalty associated with [specific violation or reason for penalty] that occurred on [date of incident].

Due to [brief explanation of circumstances, e.g., unforeseen circumstances, financial hardship, etc.], I was unable to [fulfill lease agreement/meet payment/etc.]. I take full responsibility for my situation and assure you that it was not my intention to violate the terms of our lease.

I kindly ask you to consider my appeal for a waiver of the penalty as it would greatly assist me during this challenging time. I have always strived to be a good tenant and have maintained my commitment to our lease agreement.

Thank you for taking the time to consider my appeal. I look forward to your understanding and a positive response.

Sincerely,

[Your Name]