

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inquire about the early termination fee associated with my account (Account Number: [Your Account Number]). Due to [brief explanation of circumstances leading to termination], I would like to request a review of the early termination fee applied to my account.

I understand the policies regarding termination fees; however, I believe that [reason for requesting adjustment]. I kindly request that you consider my situation and provide me with any possible adjustments to the fee.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]