

Letter Regarding Early Termination Fee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Discussion on Early Termination Fee

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally discuss the early termination fee associated with my [type of contract/service], which I intend to terminate on [termination date].

As per my contract signed on [contract start date], I am aware of the early termination fee of [amount]. However, due to [brief explanation of circumstances], I would like to request a review of this fee.

I have valued my experience with [Company Name] and hope to reach a mutually agreeable resolution. Please let me know a convenient time for us to discuss this matter further.

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

Sincerely,

[Your Name]