

Early Termination Fee Hardship Explanation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver or reduction of the early termination fee associated with my [contract/service]. My account number is [Account Number].

Due to unforeseen circumstances such as [briefly explain your hardship, e.g., job loss, medical issues, etc.], I am currently facing significant financial difficulties. As much as I value and wish to continue using your services, it has become increasingly challenging for me to meet my financial obligations.

I would greatly appreciate your understanding and consideration regarding my situation. A waiver or reduction of the early termination fee would provide substantial relief during this difficult time.

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

Sincerely,

[Your Name]