

Letter of Justification for Early Termination Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address the early termination fee associated with my contract under account number [Account Number]. Due to unforeseen circumstances, I am unable to continue with my current agreement and wish to request your understanding regarding this matter.

As per the contract terms, I acknowledge the responsibility to pay the early termination fee. However, I would like to highlight the following justifications:

- [Justification 1]
- [Justification 2]
- [Justification 3]

I kindly ask you to reconsider the enforcement of this fee, given my circumstances. I would truly appreciate any accommodations or alternative solutions you might be able to offer during this time.

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

Sincerely,

[Your Name]