

Early Termination Fee Reconsideration Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Company Name
Company Address
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a reconsideration of the early termination fee associated with my account (Account Number: XXXXXXXXX). Due to unforeseen circumstances, I was unable to continue my service, and I believe that waiving or reducing the fee is a reasonable request.

To provide some context, [briefly explain your situation, such as job relocation, medical issues, financial hardship, etc.]. Given these circumstances, I kindly ask you to consider my request.

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

Sincerely,
Your Name