

Early Termination Fee Reduction Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the early termination fee associated with my account [Account Number]. Due to [briefly explain your circumstance - e.g., job loss, medical issues], I am faced with a financial hardship that makes it challenging for me to fulfill the remaining terms of my contract.

I kindly request a reduction or waiver of the early termination fee. I have been a loyal customer since [Start Date] and have always made my payments on time. This unforeseen situation is beyond my control, and I sincerely hope you can assist me during this difficult period.

Thank you for considering my request. I am hopeful for a positive response and am willing to provide any documentation required to support my claim.

Sincerely,

[Your Name]