

# Request for Early Termination Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a waiver of the early termination fee associated with my account (Account Number: [Your Account Number]). Due to [brief explanation of circumstances such as financial hardship, job relocation, etc.], I am unable to continue my service.

Given my situation, I kindly ask for your understanding and support in waiving this fee. I have been a loyal customer since [Year] and have always valued the services provided by [Company Name].

Thank you for considering my request. I look forward to your prompt response and hope for a favorable resolution.

Sincerely,

[Your Name]