

Request for Early Termination Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver for the early termination fee associated with my account ([Your Account Number]) due to [brief explanation of your reason].

Given the circumstances, I believe that it would be reasonable to waive the early termination fee. [Add any supporting details or documentation you may have].

I appreciate your understanding in this matter, and I hope for a favorable response. Thank you for considering my request.

Sincerely,

[Your Name]