

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of waiving my subscription fee for [specific service or product] due to [briefly explain your reason, e.g., financial hardship, loss of job, etc.].

As a loyal customer, I have greatly appreciated your services and would love to continue my subscription. However, my current financial situation makes it difficult for me to afford the fee at this time.

I kindly request that you consider my circumstances and grant me a waiver for the subscription fee for the upcoming period. I would be grateful for any assistance you could provide in this matter.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]