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Date: October 10, 2023

Loan Servicing Department

ABC Bank

456 Oak Avenue

Cityville, ST 12345

Subject: Request for Forgiveness of Mortgage Prepayment Penalty

Dear Loan Servicing Department,

I hope this letter finds you well. I am writing to formally request the forgiveness of the prepayment penalty associated with my mortgage (Account Number: 987654321) due to unforeseen circumstances that have recently affected my financial situation.

As a loyal customer of ABC Bank since [Year], I have consistently made my mortgage payments on time and have maintained open communication regarding my account. However, due to [briefly explain reason, e.g., job loss, medical expenses], I find myself in a position where I need to sell my home and pay off my mortgage to regain financial stability.

I understand that my mortgage agreement includes a prepayment penalty; however, I kindly ask that you consider my appeal for forgiveness in light of my circumstances. I believe this support would greatly assist me during this challenging time.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further and provide any additional information needed. I look forward to your prompt response.

Sincerely,

John Doe