

Request for Service Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the service fee associated with [specific service/item]. Due to [brief explanation of circumstances, e.g., financial hardship, unexpected expenses], I am unable to pay the fee at this time.

I greatly appreciate the support and services provided by [Company/Organization Name], and I value my relationship with you. I am hopeful that you can consider this request favorably.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,

[Your Name]