

Request for Waiver of Credit Card Membership Fee

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Bank Name

Bank Address

City, State, Zip Code

Dear Customer Service,

I hope this message finds you well. I am writing to formally request a waiver of the annual membership fee associated with my credit card account (Account Number: XXXX-XXXX-XXXX-XXXX).

As a loyal customer of [Bank Name] for [number of years] years, I have always maintained a good standing with my account. However, due to [brief explanation of circumstances leading to the request], I kindly ask for your consideration in waiving this fee for the current billing cycle.

I appreciate your understanding and assistance in this matter. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

Your Name