

# Request for Waiver on Credit Card Fee

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Customer Service Department  
[Bank Name]  
[Bank Address]  
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a waiver for the recent credit card fee applied to my account. My account number is [Your Account Number]. I have been a loyal customer since [Year] and have always ensured that my payments are made on time.

Due to [brief explanation of circumstances, e.g., unexpected financial hardship, medical expenses, etc.], I kindly ask you to consider my request for a fee waiver. This assistance would greatly help me in managing my finances effectively.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your positive response.

Sincerely,  
Your Name