

# Request for Waiver of Penalty Fee

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver of the penalty fee associated with my account, which was incurred on [insert date of penalty]. Due to my caregiving responsibilities for [briefly explain your caregiving situation, e.g., "my elderly mother who is unwell"], I have faced challenges that impacted my ability to meet my obligations on time.

I have always strived to fulfill my responsibilities and maintain a good standing with [Company Name]. However, the unforeseen circumstances of my caregiving duties have made it difficult to adhere to deadlines. I kindly ask for your understanding in this matter and hope you will consider waiving the penalty fee.

If necessary, I would be more than willing to provide any documentation regarding my caregiving situation to support my request.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,  
[Your Name]