

Penalty Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the waiver of the penalty fee incurred on my account due to my current financial hardship. My account number is [Your Account Number].

Due to [brief explanation of financial hardship, e.g., loss of job, medical expenses, etc.], I have been facing difficulties in meeting my financial obligations. As a loyal customer, I greatly value the services provided and would appreciate your understanding in this matter.

I kindly ask for your consideration in waiving the penalty fee of [amount of penalty fee] as it would significantly alleviate my financial burden. I am committed to resolving my account as soon as possible and appreciate any assistance you can provide during this challenging time.

Thank you for considering my request. I look forward to your favorable reply.

Sincerely,

[Your Name]