

Penalty Fee Waiver Request Due to Job Loss

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a waiver of the penalty fees associated with my account [Account Number or Reference] due to my recent job loss.

Unfortunately, I was laid off from my position at [Company Name] on [Date of Job Loss], which has significantly affected my financial situation. I have been actively seeking new employment, but the current job market has proven to be challenging.

Given these circumstances, I would greatly appreciate your understanding and consideration in waiving the penalty fees that have accrued on my account. This assistance would greatly help me during this difficult time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]