

Penalty Fee Waiver Request

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee incurred on my account due to extenuating circumstances.

My name is [Your Name], and my account number is [Your Account Number]. On [Date], I experienced [brief description of extenuating circumstances, e.g., a medical emergency, job loss, etc.], which prevented me from [mention the obligation missed, e.g., making a payment, meeting a deadline].

I have been a loyal customer since [Year] and have always maintained a good standing with your organization. I would greatly appreciate your understanding of the situation and kindly ask for the waiver of the penalty fee.

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

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]