

# Request for Penalty Fee Waiver

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver for the penalty fee associated with [specific fee or service], which was incurred during my recent military deployment. As a member of [specify branch of military], I was deployed on [deployment dates], which hindered my ability to manage my financial obligations.

Due to the nature of my service, I was unable to address [mention specific situation that led to the fee]. I have attached relevant documentation to verify my deployment, including my orders and any additional supporting materials.

I sincerely appreciate your understanding regarding this matter and kindly request that the penalty fee be waived. I am committed to fulfilling my responsibilities and continuing my relationship with [Company/Organization Name].

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

Sincerely,  
[Your Name]