

Penalty Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the penalty fee associated with my account (Account Number: [Insert Account Number]), which has been affected by the recent natural disaster that struck [Location] on [Date of Disaster].

Due to the unforeseen circumstances caused by the disaster, I have encountered significant challenges that have impacted my ability to fulfill my obligations in a timely manner. [Briefly explain your situation and the impact of the natural disaster, if necessary.]

I kindly ask for your understanding and request that the penalty fee be waived as a gesture of goodwill during this difficult time. I have always maintained a good standing with [Company/Organization Name] and appreciate your consideration of my request.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]