

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a waiver of the service fees associated with my account [Your Account Number or Identifier] due to [briefly explain your reason, e.g., financial hardship, exceptional circumstances, etc.].

I have been a loyal customer of [Company's Name] since [Year], and I have always appreciated the quality of service provided. Unfortunately, [provide any additional context or details regarding your situation].

I kindly ask you to consider my request for a waiver of the service fees in light of these circumstances. I believe this would provide substantial relief and allow me to continue my relationship with your esteemed company.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]