

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Appeal to Waive Penalties for Account [Account Number]

Dear [Recipient Name],

I am writing to formally request a waiver of the penalties and late fees assessed to my account, which were incurred during the process of closing my account.

I initiated the closure of my account on [Date of Original Request]. However, the closure was not finalized until [Date of Final Closure] due to [briefly state reason, e.g., technical issues, miscommunication, or unforeseen personal circumstances]. As a result, penalties totaling [Amount] have been charged to the account.

I have been a loyal customer of [Company Name] for [Number] years and have consistently maintained my account in good standing. The delay in closing the account was unintentional, and I believe these charges do not reflect my history with your institution.

I kindly ask that you review my request and waive these penalties as a gesture of goodwill. I have enclosed/attached [mention any supporting documents, if applicable] for your reference.

Thank you for your time and consideration of this matter. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]