

Request for Leniency on Late Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request leniency regarding the recent late payment on my account due to [briefly explain reason, e.g., unforeseen circumstances, financial hardship].

Despite my best efforts to meet the payment deadline, I encountered [provide details]. I take my commitments seriously and have always valued our working relationship. I am committed to rectifying this situation as soon as possible.

I kindly ask if it would be possible to waive any late fees or provide an extension on the payment deadline. I am confident that I will be able to settle the outstanding balance by [propose a new payment date].

Thank you for considering my request. I am hopeful for your understanding and support in this matter. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]