

Application for Late Payment Fee Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for a waiver of the late payment fee assessed to my account on [Insert Date of Fee]. The circumstances surrounding this delay were unforeseen and beyond my control.

I have been a loyal customer for [duration of time] and have consistently made timely payments prior to this incident. [Briefly explain the reason for the late payment, e.g., medical emergency, job loss, etc.]

Given my history and the special circumstances of this situation, I kindly ask that you review my case and consider waiving the late fee. I appreciate your understanding and consideration in this matter.

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

Sincerely,

[Your Name]