

# Confirmation of Late Payment Fee Waiver Request

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the receipt of your request for a late payment fee waiver on your account with us.

After reviewing your request, we are pleased to inform you that we have waived the late payment fee for the billing period of [Insert Billing Period]. Your account will be updated accordingly.

We appreciate your prompt communication regarding this matter and look forward to continuing to serve you. If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]