

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the late payment fee that was recently applied to my account. My account number is [Account Number], and the due date for the payment was [Original Due Date].

Due to [brief explanation of circumstances leading to late payment], I was unable to meet the payment deadline. However, I have since rectified the situation and have ensured that all future payments will be made on time.

Considering my history of timely payments and the circumstances surrounding this incident, I kindly request that you cancel the late payment fee of [Amount]. I greatly appreciate your understanding and support in this matter.

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

Sincerely,
[Your Name]