

Request for Late Payment Fee Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 an adjustment to the late payment fee that was recently applied to my account with [Company Name].

I understand that my payment was received after the due date; however, I would like to explain the circumstances that led to this delay. [Briefly explain your reasons, e.g., unforeseen circumstances, financial hardship, etc.].

Given my consistent payment history and good standing with your company, I kindly ask you to consider waiving or adjusting the late fee. I value my relationship with [Company Name] and am committed to maintaining timely payments in the future.

Thank you for considering my request. I look forward to your understanding and prompt response.

Sincerely,

[Your Name]

[Your Account Number]