

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[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 inquire about the possibility of an exemption from the late payment fee that was applied to my account on [date of the late payment]. Due to [briefly explain the reason, e.g., unforeseen circumstances, technical issues], I was unable to make the payment on time.

I have been a loyal customer for [duration] and have always made my payments promptly. I would greatly appreciate your consideration in waiving the late fee this time. This would help me immensely as I navigate this situation.

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

Sincerely,  
[Your Name]