

Subject: Request for Removal of Late Payment Fee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the removal of the late payment fee applied to my account ([Account Number]) due to [brief explanation of the circumstances leading to the late payment, e.g., unexpected financial hardship, medical emergency, etc.].

Despite my best efforts to make the payment on time, I encountered [explain the situation briefly], which caused a delay. I have always valued my relationship with [Company's Name] and have consistently made timely payments in the past.

Given my track record and the circumstances outlined above, I kindly ask that you consider waiving the late payment fee of [amount]. This would greatly assist me in maintaining my financial obligations moving forward.

Thank you for your understanding, and I look forward to your positive response.

Sincerely,

[Your Name]