

Petition for Waiver of Late Payment Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request leniency regarding the late payment fee that has been assessed on my account, [Your Account Number], due to a recent late payment. I understand the importance of timely payments and the policies in place regarding late fees.

However, I would like to share the circumstances that led to my late payment. [Briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.]. I take full responsibility for the oversight and am committed to resolving the matter promptly.

I kindly request that you consider waiving the late payment fee as a gesture of goodwill, given my history as a loyal customer. I assure you that I am taking steps to ensure that this does not happen again in the future.

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]