

Request for Late Payment Fee Waiver

[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 waiver for the late payment fee incurred on my account, [Your Account Number], due to circumstances beyond my control.

On [date of payment], I was unable to process my payment due to [brief explanation of circumstances, e.g., unexpected expenses, medical emergency, etc.]. I have always made timely payments in the past, and I value my relationship with [Company Name].

Given my previous payment history and the extenuating circumstances this time, I kindly ask that you consider waiving the late fee of [amount]. This would greatly assist me in managing my finances during this challenging time.

Thank you for your consideration. I look forward to your favorable response.

Sincerely,

[Your Name]