

Appeal for Late Payment Penalty Waiver

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 appeal for a waiver of the late payment penalty that has been applied to my account due to the recent delay in payment.

As a loyal customer of [Company's Name] for [duration], I have always valued our business relationship and have consistently ensured that payments are made on time. However, due to unforeseen circumstances [briefly explain the reason, e.g., unexpected medical expenses, temporary loss of income], I was unable to fulfill my payment obligation this time.

I kindly request that you consider my long-standing commitment to your company and the extenuating circumstances that led to this situation. I assure you that I am taking steps to ensure timely payments in the future.

I appreciate your understanding and consideration of my appeal. Thank you for your attention to this matter, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Account Number, if applicable]