

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Business Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late payment penalty applied to my account, [Account Number], with your organization.

As a small business, we have been facing some unexpected challenges, which have affected our cash flow. We value our relationship with your company and have always aimed to meet our financial obligations promptly. Unfortunately, due to [briefly explain reason, e.g., "sudden drop in sales due to unforeseen circumstances"], we were unable to make our payment by the due date.

I kindly ask for your understanding and consideration in waiving the late penalty, given our history of timely payments and our current situation. I am committed to settling the outstanding amount as quickly as possible and would appreciate your assistance in this matter.

Thank you for taking the time to consider my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]