

# Request for Waiver of Late Payment Penalty

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 of the late payment penalty applied to my account (Account Number: [Your Account Number]) for the payment due on [Due Date].

Due to [brief explanation of circumstances, e.g., unexpected financial difficulties], I was unable to make the payment on time. However, I have been a loyal customer for [number of years] and have consistently maintained a good payment history with your company.

Given my prior commitment to timely payments, I kindly ask that you consider waiving the late fee of [amount]. I appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]