

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Waiver of Late Payment Penalty**

Dear [Recipient's Name],

I am writing to formally request a waiver for the late payment penalty applied to my account ([Your Account Number]) due to an unforeseen clerical error that occurred on my part.

On [Date of Payment], I intended to submit my payment of [Amount], but due to a clerical oversight, the payment was not processed until [Actual Payment Date]. As a result, my account was charged a late fee of [Late Fee Amount]. I deeply regret any inconvenience this may have caused and assure you that this was not a deliberate oversight.

I respectfully ask that you consider waiving the late fee in light of these circumstances. I have been a loyal customer and have consistently made timely payments in the past. I appreciate your understanding and assistance in this matter.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]