

Request for Late Payment Penalty 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 penalty that was assessed on my most recent account statement dated [Date of Statement]. Due to unforeseen circumstances, I was unable to make my payment by the deadline, which is not typical of my payment history.

This is the first time I have encountered such a situation, and I sincerely apologize for any inconvenience this may have caused. I have always strived to meet my payment obligations promptly, as demonstrated in my previous payments.

Given my history as a responsible customer, I kindly ask you to consider waiving the late payment penalty. I appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]