

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 for the invoice dated [Insert Invoice Date].

As a long-term customer of [Company Name], I have consistently prioritized timely payments. However, due to [brief explanation of the circumstances leading to late payment], I was unable to meet the payment deadline this time.

Given my history with your company and my commitment to maintaining a good standing, I kindly ask you to consider waiving the late fee this one time. I assure you that I will take all necessary steps to prevent this situation from occurring in the future.

Thank you for considering my request. I truly value our business relationship and look forward to your understanding.

Sincerely,

[Your Name]