

Request for Waiver of Late Payment Penalty

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Organization 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 associated with our recent invoice dated [Invoice Date]. As a non-profit organization, [Your Organization Name] is committed to serving our community, but we have faced unforeseen circumstances that have temporarily impacted our cash flow.

We value our relationship with [Recipient Organization] and have consistently met our payment obligations in the past. We are currently taking steps to ensure timely payments going forward. Given our history and commitment, we kindly ask you to consider waiving the late fee of [amount of late fee].

Thank you for considering our request. We greatly appreciate your support and understanding during this challenging time. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]