

Request for Waiver of Late Payment Penalty

To: [Service Provider Name]

Address: [Service Provider Address]

Date: [Insert Date]

Dear [Service Provider Contact],

I hope this message finds you well. I am writing to formally request a waiver for the late payment penalty applied to my account, [Your Account Number], due to service interruptions experienced on [dates of service interruptions].

My payment for this billing cycle was due on [Due Date], and I acknowledge that it was delayed. However, the service interruptions negatively impacted my ability to conduct business effectively, and I believe this situation warrants a reconsideration of the penalty applied.

I have been a loyal customer since [Year] and have always strived to make timely payments. I kindly ask you to review my account history and consider waiving the penalty as a gesture of goodwill. I assure you of my commitment to rectify any pending payments and maintain a good standing with [Service Provider Name].

Thank you for considering my request. I look forward to your positive response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] for any further information required.

Warm regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]