

Subject: Request for Late Payment Removal

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you regarding my account ([Account Number]) and the recent late payment reported on [Date of Late Payment]. Due to [brief explanation of the reason for late payment, e.g., unforeseen circumstances, medical issues, etc.], I was unable to make the payment on time.

I have been a loyal customer since [Year] and have consistently fulfilled my payment obligations prior to this incident. To demonstrate my commitment to our relationship, I have attached my payment history for your review.

Given my track record and the circumstances surrounding the late payment, I kindly request your consideration in removing the late payment from my record. I appreciate your understanding and hope to continue my positive relationship with [Company Name].

Thank you for your time and attention to this matter. I look forward to your favorable response.

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]