Request for Removal of Late Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To whom it may concern,

I am writing to formally request the removal of a late payment recorded on my account due to a billing error that occurred on [Insert Date of Billing Error]. My account number is [Insert Account Number].

After reviewing my billing statements, I noticed that [briefly describe the error, e.g., "I was incorrectly charged for services not rendered"]. I have attached supporting documents for your reference.

Given that this issue was a result of an error, I kindly ask that you investigate this matter and remove any late payment penalties associated with it. I have been a loyal customer and value our relationship.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]