

# Request for Late Payment Removal

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the removal of a late payment recorded on my account, [Your Account Number], dated [Insert Date of Late Payment]. This is my first late payment, and I want to explain the circumstances that led to this situation.

Due to unforeseen circumstances, I encountered temporary financial difficulties that have since been resolved. I value my relationship with [Company Name] and have always strived to make my payments on time. I assure you that this was an isolated incident.

In light of my history as a responsible customer and my commitment to maintaining my account in good standing, I kindly request that you consider removing this late payment from my record.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]