

Subject: Inquiry Regarding Late Payment Penalty Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of an exemption from the late payment penalty associated with my account ([Your Account Number or Reference]). Due to [brief explanation of circumstances leading to late payment], I was unable to meet the payment deadline.

Understanding the importance of timely payments, I have taken measures to ensure this does not happen in the future. I kindly request your consideration in waiving the penalty for this instance.

Thank you for your understanding. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]