

Request for Waiver of Late Payment Fee

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver of the late payment fee associated with my account (Account Number: [Insert Account Number]). Due to [briefly explain the reason for the late payment, e.g., unexpected financial hardship, medical emergency, etc.], I was unable to make the payment by the due date.

I understand the importance of timely payments and have consistently maintained good standing with [Company/Organization Name]. This situation is not reflective of my usual payment practices, and I have already taken steps to ensure that future payments will be made on time.

I kindly ask for your understanding and consideration in waiving the late fee of [Insert Amount]. Your assistance would be greatly appreciated during this challenging time.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]