

Letter of Notification for Late Payment Fee Reconsideration

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the late payment fee that was recently applied to my account (Account Number: [Your Account Number]). The fee was assessed on [Date of Fee], and I believe there are extenuating circumstances that warrant your review.

On [Date], I encountered [brief explanation of the circumstances, e.g., unforeseen medical expenses, job loss, etc.], which impacted my ability to make the payment by the due date. I have always strived to maintain a good payment history with [Company Name], as demonstrated by my previous payments.

Given my commitment to this account and the circumstances surrounding this late payment, I kindly ask you to reconsider the fee. Your understanding and assistance in this matter would be greatly appreciated. I am eager to continue my relationship with [Company Name] and ensure all future payments are made on time.

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

Sincerely,

[Your Name]