

Petition for Leniency on Late Payment Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's 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 formally request leniency regarding the late payment charges applied to my account, [Your Account Number]. Due to [briefly explain your circumstances, e.g., unexpected financial hardships, illness, etc.], I was unable to make my payment by the due date.

I understand the importance of timely payments and take full responsibility for my obligations. However, I kindly ask for your understanding in this matter and request a waiver or reduction of the late charges. I value my relationship with [Company/Organization Name] and am committed to resolving this issue promptly.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]