

Request for Waiver of Late Payment Fees

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[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 waiver of the late payment fees applied to my account for the payment due on [Insert Due Date]. Due to [brief explanation of the reason for the late payment, e.g., unforeseen circumstances, medical emergencies, etc.], I was unable to make the payment on time.

I value my relationship with [Company Name] and have consistently made timely payments in the past. I assure you that this delay was not my intention, and I am committed to ensuring that future payments are made on schedule.

I kindly ask you to consider waiving the late payment fees this time. Your understanding and support in this matter would be greatly appreciated.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]