

Request for Waiver of Late Payment Charge

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a waiver for the late payment charge associated with my recent payment for [Service/Product Name]. The payment, due on [Due Date], was unfortunately delayed due to [brief explanation of the circumstances, e.g., unexpected financial hardship, personal circumstances, etc.].

As a valued customer, I have always made it a priority to settle my accounts on time, and this situation is not reflective of my usual practices. I sincerely apologize for any inconvenience caused by this late payment.

Given the circumstances, I kindly ask for your understanding and consideration in waiving the late payment charge of [amount]. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]