

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Request for Waiver of Late Rent Fee

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee associated with my rental payment for the month of [Month/Year]. I believe this situation arose due to a misunderstanding regarding the terms of our landlord-tenant agreement.

As per our agreement dated [Date of Agreement], it was my understanding that payments are to be made on/before [Payment Due Date]. Unfortunately, due to [brief explanation of circumstances leading to late payment], I was unable to comply within the stipulated timeframe.

I value our landlord-tenant relationship and sincerely apologize for any inconvenience caused. I have made the full rental payment of [Amount] on [Payment Date] and respectfully ask you to consider waiving the late fee of [Late Fee Amount] given the circumstances.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]