

Appeal for Removal of Late Payment Penalties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the late payment penalties applied to my account (Account Number: [Your Account Number]). I understand that timely payments are crucial and I take my financial obligations seriously. Unfortunately, due to [brief explanation of the reason for late payment, e.g., unexpected medical expenses, job loss, etc.], I was unable to make the payment by the due date.

This was an isolated incident, and I have since resumed my regular payment schedule. I kindly request that you consider waiving the penalties applied to my account as a one-time courtesy.

Thank you for considering my appeal. I appreciate your understanding and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]