

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the removal of a late payment fee that was recently applied to my account, [Account Number].

Due to [brief explanation of the circumstances that led to the late payment, e.g., unexpected financial difficulties, medical emergency, etc.], I was unable to make my payment by the due date. I understand the importance of timely payments and have always strived to meet my obligations in the past.

As a loyal customer, I kindly request your understanding and consideration in waiving this fee. This would greatly assist me in managing my finances during this challenging time.

Thank you for your attention to this matter. I appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]