

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reconsideration of the late fee applied to my account ([Your Account Number]) for the payment due on [Due Date]. Due to [brief explanation of the circumstances, e.g., unexpected medical expenses, loss of job], I was unable to make the payment on time.

I value my relationship with [Company Name] and have always strived to make timely payments. This situation was an unforeseen circumstance, and I would greatly appreciate your understanding and consideration of waiving the late fee this time.

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

Sincerely,

[Your Name]