

# Inquiry Regarding Late Payment Fee Forgiveness

[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 inquire about the late payment fee that was recently applied to my account ([Your Account Number]). Due to unforeseen circumstances, I was unable to make my payment on time, and I would like to request your consideration for the forgiveness of this fee.

I have been a loyal customer for [duration of time] and have always made my payments promptly. Given my history, I hope you can understand my situation and explore the possibility of waiving this fee.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your response.

Sincerely,  
[Your Name]