

Negotiation Request for Cancellation of Late Payment Fees

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the late payment fees that were recently applied to my account ([Your Account Number]) due to my payment being made past the due date.

While I understand the necessity for policies regarding late payments, I would like to bring to your attention the circumstances that led to my late payment. [Briefly explain your reasons, e.g., unforeseen circumstances, illness, financial hardship, etc.].

Given my history of on-time payments and my commitment to maintaining a positive relationship with your organization, I kindly request that you consider waiving the late payment fees on this occasion. This would greatly aid me in managing my current financial situation, and I assure you of my intent to maintain timely payments in the future.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]