

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Billing Department  
Company Name  
Company Address  
City, State, Zip Code

Dear [Billing Department/Specific Contact Name],

I hope this message finds you well. I am writing to formally request an exemption from the late payment fee that has been applied to my account due to a recent delay in my payment.

Unfortunately, I encountered [brief explanation of the circumstances that led to the late payment, e.g., unexpected medical expenses, job loss, etc.]. I take my financial commitments seriously, and this situation was unforeseen.

I kindly ask you to consider my request for a waiver of the late fee. I have always made timely payments in the past and am committed to ensuring this does not happen again. If possible, I would greatly appreciate your understanding and support in this matter.

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

Sincerely,  
Your Name  
Account Number: [Your Account Number]