

# Request for Waiver of Late Payment Fees

[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 am writing to formally request a waiver of the late payment fees associated with my account [Account Number]. Due to [brief explanation of the circumstances that led to the late payment], I was unable to make the payment by the due date.

I value my relationship with [Company's Name] and have consistently made timely payments in the past. I kindly ask that you consider waiving the late fees this time as I work to resolve the situation.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]