

Request for Late Fee Reversal

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reversal of the late fee charged to my account for the billing period of [Insert Billing Period]. My account number is [Insert Account Number].

Due to [brief explanation of the reason for the late payment, e.g., unforeseen circumstances, technical issues, etc.], I was unable to make the payment by the due date. I have always been compliant with my payments and my intention is to maintain a good standing with [Company/Organization Name].

I kindly ask you to consider my request for the reversal of the late fee. Your understanding and support would be greatly appreciated, and I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]