

Request for Removal of Late Fees

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the removal of late fees applied to my account due to circumstances related to the COVID-19 pandemic.

As you may be aware, the pandemic has caused significant financial hardship for many individuals, including myself. [Briefly explain your situation and any relevant details]. As a result, I was unable to make my payments on time.

I have been a loyal customer for [duration] and have always made my payments on time prior to this situation. I kindly ask for your understanding and for consideration of waiving the late fees incurred during this period.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]