

# Request for Late Fee Waiver

Date: [Insert Date]

To: [Name of HOA Board or Manager]

[HOA Name]

[HOA Address]

[City, State, Zip]

Dear [HOA Board/Manager's Name],

I hope this message finds you well. I am writing to formally request a waiver of the late fee associated with my HOA dues for the month of [Insert Month/Year]. Due to [brief explanation of circumstances, e.g., unforeseen financial hardship, medical emergency, etc.], I was unable to make the payment by the due date.

I take my HOA obligations seriously and have always strived to meet my responsibilities on time. This late payment was not my intention, and I am actively working to ensure that future payments are made promptly.

As of today, I plan to remit my payment of [Insert Amount] by [Insert Payment Date]. I respectfully ask for your understanding and consideration in waiving the late fee of [Insert Late Fee Amount].

Thank you for your attention to this matter. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]