

[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 hope this message finds you well. I am writing to formally request a waiver for the late fee associated with my account [Account Number], due to a recent job loss that has significantly impacted my financial situation.

Since [Date of Job Loss], I have been actively seeking new employment; however, the process has been challenging and has resulted in temporary financial hardship. I have always made timely payments in the past and value my relationship with [Company's Name].

Given these unforeseen circumstances, I kindly ask for your understanding and support by waiving the late fee this time. I am committed to rectifying my situation and ensuring that my future payments are made on time.

Thank you for considering my request. I appreciate your support and understanding during this difficult time. I look forward to your response.

Sincerely,

[Your Name]