

Request for Late Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Billing Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Billing Department,

I am writing to formally request a waiver of the late fee applied to my account due to a billing error. My account number is [Your Account Number].

Upon reviewing my recent bill, I noticed that there was an error that led to my payment being delayed. [Briefly explain the billing error, e.g., "I was charged incorrectly for last month's service which caused confusion in my payment schedule."]. As soon as I became aware of the issue, I took immediate action to resolve it and submitted my payment on [Insert Payment Date].

Given the circumstances surrounding this error, I kindly ask that you consider waiving the late fee this time. I have always maintained my account in good standing and value my relationship with your company.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]