

# Request for Late Fee Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a waiver for the late fee incurred due to [briefly explain reason for late payment, e.g., unforeseen circumstances, financial hardship, etc.].

As a student of [Course/Program Name], I truly value my education and strive to meet all financial obligations. Unfortunately, [provide brief details of the situation].

Given these circumstances, I kindly ask for your consideration in waiving the late fee associated with my account. I assure you that I am committed to ensuring timely payments in the future.

Thank you for considering my request. I am looking forward to your understanding response.

Sincerely,

[Your Name]

[Student ID Number]