

# Request for Late Fee Waiver

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fees incurred on my account due to a recent medical emergency.

On [date of medical emergency], I experienced a medical issue that required my immediate attention and resulted in unforeseen expenses and stress. Consequently, I was unable to meet the payment deadline for my account with [Company/Organization Name].

I have been a loyal customer for [duration of your relationship with the company], and I have always made my payments on time in the past. Given the extraordinary circumstances surrounding my recent situation, I kindly ask for your understanding and consideration in waiving the late fees applied to my account.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account Number]