

Request for Waiver of Late Fee

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Company/Organization Name]
[Company 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 incurred on my account ([Account Number/Identifier]) due to unforeseen circumstances.

Unfortunately, [briefly explain the unforeseen circumstances, e.g., "I experienced a medical emergency that prevented me from making my payment on time"]. I understand the importance of timely payments and have always prioritized my account. This situation was unexpected and out of my control.

Given these circumstances, I kindly ask for your consideration in waiving the late fee associated with this incident. I appreciate your understanding and support in this matter.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,
[Your Name]