

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Late Fee Waiver Due to Technical Issues

Dear [Recipient's Name],

I am writing to formally request a waiver for the late fee incurred for [Specify the reason, e.g., tuition payment, registration, etc.]. Unfortunately, I encountered technical issues that prevented me from completing the payment by the deadline.

On [specific date], I attempted to make the payment through your online portal; however, due to [briefly explain the technical issue, e.g., website outage, payment processing error], I was unable to finalize the transaction. I have attached [any relevant documentation, e.g., screenshots, error messages] to support my request.

As a dedicated [student/member/customer] of [Institution/Organization Name], I value the services and opportunities provided, and I am committed to fulfilling my financial obligations. I kindly ask that you consider my request for a waiver of the late fee due to these circumstances.

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

Sincerely,

[Your Name]