

Utility Payment Appeal Letter

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

[Utility Company Name]
[Utility Company Address]
[City, State, ZIP Code]

Dear [Utility Company Representative's Name],

I am writing to formally appeal the late payment charge applied to my account (Account Number: [Your Account Number]) for the billing period of [Billing Period]. I have been a customer of [Utility Company Name] for [Duration of Service] and have consistently paid my bills on time.

Unfortunately, due to [brief explanation of the reason for the delay, e.g., unexpected medical expenses or temporary financial hardship], I was unable to make the payment by the due date of [Due Date]. I have since [explain any steps taken to resolve the issue or make the payment].

I kindly request that you consider waiving the late fee as a one-time courtesy, given my history of timely payments. I greatly appreciate your understanding and assistance in this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]