

Late Fee Adjustment Request

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally request an adjustment of the late fee applied to our business account (Account Number: [Account Number]) for the billing period ending on [Billing Period End Date].

We value our relationship with [Company Name] and always strive to meet our payment obligations. Unfortunately, [brief explanation of the reason for the late payment, e.g., unforeseen circumstances, administrative error]. This has led to the late payment, for which we sincerely apologize.

Given our history of timely payments and our commitment to resolving this matter, we kindly ask for your consideration in waiving the late fee of [Late Fee Amount]. We appreciate your understanding and support in this matter.

Thank you for your attention to this request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]