

Late Fee Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the late fee that was applied to my account for the billing period of [insert period].

Due to [brief explanation of the reason for the late payment, e.g., unexpected circumstances, technical issues], I was unable to make the payment by the due date. I have always valued my relationship with [Company's Name] and have consistently made my payments on time.

I kindly request a review of my account and consideration for waiving this late fee. I assure you that I am taking steps to ensure that this situation does not occur again in the future.

Thank you for your attention to this matter. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Name]