

# Request for Late Fee Waiver

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a waiver for the late fee that was applied to my account for the month of [Month/Year].

Unfortunately, I encountered [brief explanation of circumstances, e.g., unexpected financial hardship, medical emergency, etc.], which prevented me from making my payment on time. I have always maintained a good standing and made prompt payments in the past.

Given my situation, I kindly request that you consider waiving the late fee as a one-time courtesy. I greatly appreciate your understanding and support.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]