

# Late Fee Waiver Request

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee associated with Invoice #[Invoice Number], which was due on [Original Due Date]. Due to [briefly explain reason, e.g., unforeseen circumstances, financial hardship, etc.], I was unable to make the payment on time.

I value my relationship with [Company/Organization Name] and have always strived to meet my financial obligations promptly. I kindly ask for your understanding in this matter and request that you consider waiving the late fee of [Insert Amount].

Thank you for your attention to this matter. I appreciate your understanding and support. Please let me know if you need any further information or documentation to assist with this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]