

Late Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Loan Account Number: [Your Loan Account Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a waiver for the late fees applied to my loan repayments for the account mentioned above.

Due to [reason for late payment, e.g., financial hardship, medical emergency], I was unable to make my payment by the due date. I deeply value my relationship with [Lender's Name] and have made every effort to keep my account in good standing prior to this incident.

I kindly ask for your understanding and for the consideration of this waiver request. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your time and support.

Sincerely,

[Your Name]