

Late Fee Waiver Request for Parking Fines

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a waiver for the late fees associated with my parking fines. My vehicle's license plate number is [Insert License Plate Number], and the citation numbers are [Insert Citation Numbers]. I understand the importance of adhering to parking regulations, and I sincerely apologize for any inconvenience caused.

Due to [briefly explain your reason for the late payment, e.g., financial hardship, medical emergency, etc.], I was unable to pay the fines by the due date. I am committed to resolving this matter and have already taken steps to ensure timely payments in the future.

I kindly ask you to consider my request for a waiver of the late fees. I appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]