

Request for Late Fee Waiver

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a waiver of the late fee applied to my recent rental payment for the month of [Specify Month]. Due to [brief explanation of the reason for the late payment, e.g., unexpected medical expenses, job loss, etc.], I was unable to make the payment by the due date.

I take my rental obligations seriously and understand the importance of timely payments. I have always aimed to maintain good communication and a positive relationship with you as my landlord. I kindly ask that you consider my situation and waive the late fee this time.

Thank you for your understanding. I appreciate your consideration and look forward to your response.

Sincerely,

[Your Name]