

# Late Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a waiver for the late fee incurred on my account dated [insert date] due to [brief explanation of the reason, e.g., unexpected financial hardship, medical emergency].

I have been a loyal customer for [duration of service], and it has always been my intention to maintain timely payments. Unfortunately, [reiterate the reason briefly], which led to this unfortunate delay.

Considering my history with [Company Name] and the circumstances surrounding this late payment, I kindly request that you review my account and consider waiving the late fee. I truly appreciate your understanding and support.

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

Sincerely,

[Your Name]