

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee applied to my subscription service account (Account Number: [Your Account Number]). Due to [brief explanation of the circumstances that led to the late payment], I was unable to make my payment on time.

I have been a loyal customer since [Year] and have always made my payments promptly until this unfortunate situation. I kindly request that you consider my request for a waiver of the late fee as a gesture of goodwill.

Thank you for your understanding and support. I appreciate your attention to this matter and look forward to your favorable response.

Sincerely,

[Your Name]