

Late Fee Waiver Request for Tuition Payments

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee applied to my tuition payment for the [Insert Semester/Year]. Due to [brief explanation of the reason for late payment, e.g., unexpected financial difficulties, medical emergencies], I was unable to make the payment by the deadline.

I understand the importance of adhering to deadlines and appreciate your consideration of my situation. I have attached [mention any supporting documents, if applicable] to support my request.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]