

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Utility Company Name

Customer Service Department

Company Address

City, State, Zip Code

Subject: Request for Waiver of Late Fee

Dear Customer Service Manager,

I hope this message finds you well. I am writing to formally request a waiver of the late fee applied to my utility bill for the month of [Month] [Year].

Due to [briefly explain your reason, e.g., unexpected financial difficulties, medical emergencies], I was unable to make the payment by the due date. I value the services provided by your company and have always made an effort to pay my bills on time.

I kindly ask that you consider my request for a waiver of the late fee on my account (Account Number: [Your Account Number]). Your understanding and assistance in this matter would be greatly appreciated.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

Your Name