

Late Fee Waiver Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee charged to my account (Account Number: [Your Account Number]) due to [brief explanation of the reason, e.g., unforeseen circumstances, medical emergency, etc.].

I value my relationship with [Company/Institution Name] and have always strived to meet my obligations on time. However, [provide a concise explanation of the situation]. This impacted my ability to make timely payments, and I sincerely apologize for any inconvenience caused.

Given these circumstances, I kindly ask for your understanding and consideration in waiving the late fee. I assure you that I am taking steps to prevent this from happening in the future.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]