

# Request for Late Fee Removal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the recent late fee that was applied to my credit card account (Account Number: [XXXX-XXXX-XXXX-XXXX]). The fee was charged on [Date of Charge], and I would like to request a review for its removal.

As a loyal customer for [number of years] years, I have always made my payments on time. Unfortunately, [brief explanation of the reason for the late payment, e.g., "I experienced an unexpected financial hardship" or "I was out of town and overlooked the due date"].

Given my history of timely payments and commitment to your services, I kindly ask that you consider waiving this fee as a one-time courtesy. I value my relationship with [Credit Card Company Name] and would appreciate your understanding in this matter.

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

Sincerely,

[Your Name]