

# Request for Waiver of Late Fee

Date: [Insert Date]

To: [Credit Card Company Name]

Account Number: [Insert Account Number]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee that was applied to my account for the billing period of [Insert Billing Period]. Unfortunately, due to [brief explanation of circumstances, e.g., unexpected medical expenses, job loss, etc.], I was unable to make the payment by the due date.

I have been a loyal customer of [Credit Card Company Name] for [number of years] years and have consistently made my payments on time. This incident was an isolated occurrence, and I have already taken steps to ensure it does not happen again by setting up [mention any preventive measures like automatic payments].

I kindly ask you to consider my request for a waiver of the late fee of [insert fee amount] as a gesture of goodwill, taking into account my history of timely payments and my continued commitment to being a responsible cardholder.

Thank you for considering my request. I appreciate your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]