

Request for Waiver of Late Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Dear [Customer Service Department or Specific Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee incurred on my credit card statement dated [Insert Statement Date]. My account number is [Insert Account Number].

Due to [briefly explain your reason, e.g., unforeseen circumstances, illness, etc.], I was unable to make my payment by the due date. I have been a loyal customer for [number of years] and have consistently made timely payments prior to this incident.

In light of my account history and the circumstances that led to this late payment, I kindly request that you consider waiving the late fee. I value my relationship with [Credit Card Company Name] and hope to continue using my card responsibly.

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

Sincerely,

[Your Name]