

Credit Card Late Fee Waiver Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to respectfully request a waiver for the late fee charged to my credit card account (Account Number: [Your Account Number]). Due to [brief explanation of the reason for the late payment, e.g., unexpected circumstances, medical emergency], I was unable to make my payment on time.

I have been a loyal customer since [Year] and have consistently made timely payments. I kindly ask for your understanding and consider waiving the late fee this one time.

Thank you for your attention to this matter. I appreciate your understanding and hope to continue my positive relationship with your institution.

Sincerely,

[Your Name]