

Letter of Appeal for Forgiveness of Late Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the forgiveness of late fees that have been applied to my account ([Your Account Number]) due to [brief explanation of reason, e.g., unforeseen circumstances, illness, etc.].

Despite my best efforts to adhere to the payment schedule, I was unable to make the payment on time because [provide further details if necessary]. I value my relationship with [Company/Organization Name] and have consistently strived to fulfill my obligations as a customer.

Given my history of timely payments and the circumstances surrounding this delay, I kindly request that you consider waiving the late fees this time. This gesture would greatly assist me during this challenging period.

Thank you for considering my request. I look forward to your understanding and a favorable response.

Sincerely,

[Your Name]