

Application for Late Fee Dispensation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a dispensation for the late fee imposed on my [specify the service, e.g., tuition, application]. Due to [briefly explain the reason, e.g., unforeseen circumstances, financial difficulties], I was unable to make the payment by the due date.

I understand the importance of timely payments and assure you that this situation was not intentional. I have taken steps to ensure that it will not happen again in the future.

I would be grateful if you could consider my application for a waiver of the late fee. I appreciate your understanding and support, and I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID or Account Number, if applicable]