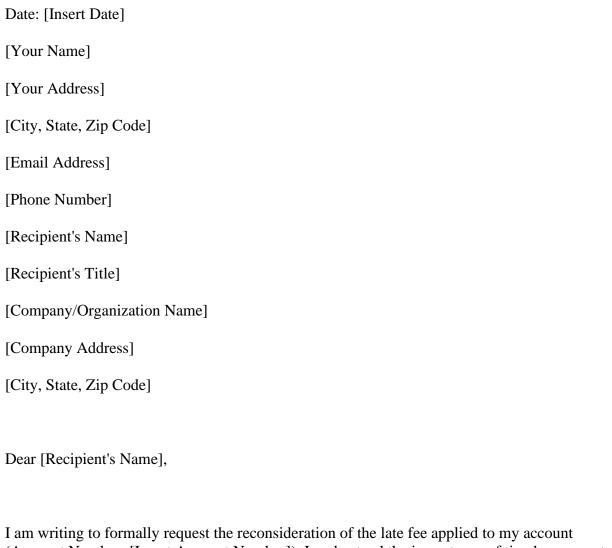
## **Subject: Request for Reconsideration of Late Fee**



(Account Number: [Insert Account Number]). I understand the importance of timely payments and appreciate your organization's policies regarding late fees.

Unfortunately, due to [briefly explain the reason, e.g., unforeseen circumstances, medical emergency, etc.], I was unable to make my payment by the due date of [Insert Due Date]. I have since resolved the issue and have made the necessary payment of [Insert Amount Paid] on [Insert Payment Date].

I kindly ask that you review my account history, as I have consistently made timely payments in the past. Given these circumstances, I would greatly appreciate your consideration in waiving the
late fee of [Insert Late Fee Amount].
Thank you for your understanding and consideration. I look forward to your favorable response.
Sincerely,
[Your Name]