

Inquiry Regarding Late Fee Exemption

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of an exemption from the late fee charged on my account (Account Number: [your account number]). Due to [brief explanation of your circumstances], I was unable to submit my payment on time.

I greatly value my relationship with [Company/Organization Name] and have always strived to adhere to my payment commitments. I kindly request that you consider my situation and grant an exemption for this late fee.

Thank you for your understanding and attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]