

Letter of Justification for Late Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[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 request a waiver for the late fee associated with my account, [Account Number or Reference]. Unfortunately, I was unable to make my payment by the due date of [Due Date] due to [briefly explain the reason: e.g., unforeseen circumstances, medical emergencies, or financial difficulties].

Despite my best efforts to arrange for timely payment, [detailed explanation of the situation if necessary]. As a loyal customer, I value my relationship with [Company/Organization Name] and appreciate your understanding in this matter.

Given these circumstances, I kindly request your consideration for waiving the late fee of [Late Fee Amount]. Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]