

Letter for Negotiation of Late Fee Removal

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient's Name

Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the late fee that has been applied to my account (Account Number: [Your Account Number]) for the payment due on [Due Date].

Due to [briefly explain your reason, e.g., unexpected circumstances, financial hardship, etc.], I was unable to make the payment on time. I value my relationship with [Company Name] and have always made timely payments in the past.

I kindly request your consideration in waiving the late fee of [Amount]. I assure you that I am committed to maintaining my account in good standing and will ensure that future payments are made promptly.

Thank you for considering my request. I appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussion.

Sincerely,
[Your Name]