

Request for Late Fee Forgiveness

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your consideration for the waiver of the late fee associated with my account, [Account Number/ID]. Due to unforeseen circumstances, I was unable to make my payment by the due date.

The circumstances that led to my late payment were [briefly explain your situation - e.g., illness, financial difficulties, etc.]. I take my obligations seriously and have always intended to meet my payment deadlines. The late fee has placed an additional burden on me.

I kindly ask for your understanding and forgiveness in this matter, as I value my relationship with [Organization/Company name] and am committed to fulfilling my obligations moving forward. I appreciate your consideration of my request and I look forward to your positive response.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]