

# Request for Leniency on Late Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request leniency regarding the late fee on my account, [Your Account Number/Reference], which was due on [Due Date].

Unfortunately, [briefly explain the reason for the late payment, e.g., unforeseen circumstances, personal challenges, etc.]. I deeply value my relationship with [Company/Organization Name] and strive to meet all obligations in a timely manner.

If possible, I kindly ask that you consider waiving the late fee this time. I assure you that I will continue to be a responsible client moving forward.

Thank you for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]