

# Request for Late Fee Waiver

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

[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 formally request a waiver for the late fee applied to my account ([Account Number]) due to [briefly explain reason, e.g., unexpected circumstances, illness, etc.].

I have always strived to make timely payments, and this situation was out of my control. I kindly ask for your understanding and assistance in waiving the late fee. I value my relationship with [Company/Organization Name] and appreciate your consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,  
[Your Name]