

# Letter of Submission for Late Fee Relief

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

[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request relief from the late fees associated with my account ([insert account number or reference]). Due to [briefly explain the reason for the late payment, e.g. unexpected financial circumstances, personal illness, etc.], I was unable to make my payment by the due date.

I understand the importance of timely payments, and I assure you that I am taking steps to ensure this does not happen again in the future. I value my relationship with [Organization's Name] and appreciate your understanding regarding my situation.

I kindly request that you consider waiving the late fees incurred as a result of this situation. I appreciate your time and consideration of my request, and I look forward to your positive response.

Thank you for your understanding.

Sincerely,  
[Your Name]