

Request for Waiver of Late Fees

Date: [Insert Date]

Recipient Name

Recipient Title

Company/Organization Name

Mailing Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a waiver of the late fees applied to my account due to my recent relocation.

Due to my move on [Insert Move Date], I faced several unexpected challenges that impacted my ability to manage my payments on time. Despite my best efforts to update my address and ensure all payments were processed, I encountered delays in mail forwarding and communication.

Given these circumstances, I kindly ask for your understanding and consideration in waiving the late fees associated with my account. I have always prioritized my financial obligations, and this situation was truly beyond my control.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]