

Late Fee Forgiveness Petition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department Contact/Manager's Name],

I am writing to formally request the forgiveness of late fees that were applied to my account ([Your Account Number]) due to a billing error that occurred on [Date of the Error]. I believe that these fees were applied incorrectly, as I had made my payment on time, but due to [explain the error briefly, e.g., a misunderstanding with the billing statement], the payment was not processed as intended.

As a long-standing customer, I value my relationship with [Company Name] and always strive to meet my payment obligations promptly. I kindly ask you to review my account history and consider waiving the late fees in light of this situation.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]