

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

Recipient Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from the late fees assessed on my account due to my recent unexpected job loss.

Due to circumstances beyond my control, I lost my job on [Date of Job Loss]. This unfortunate situation has significantly impacted my financial stability. I have been actively seeking new employment since that time, but the financial strains have made it difficult to meet all of my obligations promptly.

I have always made timely payments in the past, and I truly value my relationship with [Company/Organization Name]. I kindly request your understanding and consideration in waiving the late fees for the [specific service, account, or due date] occurring on [Date of Late Fee]. This would greatly alleviate my financial burden during this challenging time.

I appreciate your attention to this matter and hope for your compassionate response. Please feel free to reach out if you need any further information or documentation regarding my situation.

Thank you for your understanding.

Sincerely,
Your Name