

# Request for Late Fees Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company 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 that were recently applied to my account.

As a first-time offender, I sincerely apologize for the oversight that led to this situation. I understand the importance of timely payments and assure you that this was an isolated incident due to [brief explanation of circumstances, e.g., unforeseen personal issues].

Since establishing my account with [Company/Organization Name], I have maintained a good standing and have always prioritized my responsibilities. I kindly ask for your understanding and consideration in forgiving the late fees this time. I am committed to ensuring that my payments will be on time moving forward.

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

Sincerely,

[Your Name]