

Request for Late Fees Waiver

Date: [Insert Date]

To: [Appropriate Office/Department]

From: [Your Name]

Student ID: [Your Student ID]

Program: [Your Program]

Dear [Recipient's Name or "Financial Office"],

I hope this message finds you well. I am writing to formally request a waiver for the late fees that have been applied to my account due to [reason for the late payment, e.g., unforeseen circumstances, financial hardship, technical difficulties].

Despite my efforts to [explain any efforts made to pay on time], I was unable to meet the deadline because of [provide a brief explanation of the situation]. I understand the importance of adhering to deadlines and am committed to maintaining my financial responsibilities moving forward.

I would greatly appreciate your consideration of my request for a waiver of the late fees. [You may also mention any relevant documentation or evidence to support your request, if applicable].

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Signature (if sending a hard copy)]