

Request for Late Fee Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name

Recipient Title

Company/Institution Name

Company/Institution Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the late fee applied to my account due to unforeseen family emergencies that have caused financial strain.

On [specific date], I faced a family emergency that required my immediate attention and diverted my focus from my financial obligations. Despite my best efforts to manage my responsibilities, I was unable to make my payment by the due date. I have always been diligent with my payments and this situation was an unfortunate exception.

I kindly ask you to consider waiving the late fee applied to my account for this payment period. I appreciate any assistance you can provide during this challenging time.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]