

Request for Waiver of Late Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 applied to my account, [Account Number], due to my current financial hardship.

Due to unforeseen circumstances, including [briefly explain your situation, e.g., job loss, medical emergencies], I have encountered significant difficulties in managing my financial obligations. I have always strived to maintain my payments on time, and this situation is not reflective of my usual financial responsibility.

I kindly ask for your understanding and consideration regarding this matter. A waiver of these late fees would greatly assist me in regaining my financial footing and allow me to continue fulfilling my obligations with your organization.

Thank you for your attention to this request. I appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]