

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I have been a loyal customer of [Company Name] for [number of years] years. I am writing to request a reconsideration of the late fees that have been applied to my account.

Due to [brief explanation of the reason for the late payment, e.g., unexpected financial difficulties, medical issues, etc.], I was unable to make my payment on time this month. I have always prioritized my account payments and have consistently made timely payments in the past.

I kindly ask for your understanding in this matter and request a reduction or removal of the late fees. I appreciate the support that [Company Name] provides to its customers and hope to continue my business relationship with you.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email]

[Your Phone Number]