

Penalty Fee Waiver Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver of the penalty fee applied to my account due to a late payment. Unfortunately, I experienced a system error that prevented my payment from being submitted on time.

Details of my account are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Payment Due Date: [Original Due Date]
- Amount of Penalty Fee: [Penalty Amount]

I have always made timely payments in the past, and this error was an unforeseen circumstance. I kindly ask for your understanding and consideration in waiving the penalty fee.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]