

Penalty Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for the penalty fee associated with [briefly describe the offense, e.g., "a late payment of my bill"]. This is my first offense, and I assure you that I have always valued my commitment to timely payments.

Due to [briefly explain the reason for the offense, e.g., "an unforeseen circumstance"], I was unable to fulfill my obligations on time. I have since taken steps to ensure this will not happen again.

I kindly ask you to consider my request for a waiver of the penalty fee. Your understanding in this matter would be greatly appreciated, and I look forward to your favorable response.

Thank you for your time and consideration.

Sincerely,

[Your Name]