

# Penalty Fee Waiver Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a waiver for the penalty fee that was recently applied to my account. As a loyal customer of [Company Name] for [number of years] years, I have consistently made timely payments and valued the services provided.

Unfortunately, due to [brief explanation of the situation leading to the penalty fee], I was unable to make my payment on time. I assure you that this incident was an exception to my usual payment behavior and I am committed to maintaining my good standing with your esteemed company.

Thank you for taking the time to review my appeal. I am hopeful for a positive response and look forward to continuing my relationship with [Company Name].

Sincerely,

[Your Name]