

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Account Number]

[Date]

[Company Name]
[Billing Department Address]
[City, State, Zip Code]

Subject: Request for Late Payment Fee Waiver - Account [Your Account Number]

To Whom It May Concern,

I am writing to formally request a waiver of the late payment fee of \$[Amount] charged to my account on [Date] regarding the statement dated [Statement Date].

This payment was delayed due to [briefly mention reason, e.g., an oversight while traveling / a technical issue with my bank]. As you can see from my account history, I have consistently made my payments on time in the past and value my good standing with your company.

Since this is my first time missing a deadline, I am asking for a one-time courtesy adjustment to remove the fee. I have already submitted the full payment of \$[Total Amount Paid] as of [Date payment was sent].

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

Sincerely,

[Your Signature]

[Your Printed Name]