

[Your Name]
[Your Job Title]
[Company Name]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Late Fee Reversal - Account [Last 4 digits of Card Number]

Dear Customer Service Department,

I am writing to formally request a reversal of the late fee charged to my corporate credit card account on [Date of Statement]. The fee amount is \$[Amount].

The payment was delayed due to [Briefly state reason, e.g., a technical error in the processing system / an administrative oversight during the holiday period]. As soon as the error was identified, the full balance was paid on [Date of Payment].

Given my history of on-time payments and our company's long-standing relationship with [Bank Name], I kindly ask that you waive this one-time fee as a gesture of goodwill.

Thank you for your assistance in this matter. I look forward to your positive response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Phone Number]