

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

[Date]

[Company Name]
[Billing/Customer Service Department]
[Company 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 respectfully request a waiver of the late fee of \$[Amount] charged to my account on [Date] due to a late payment.

I have been a loyal customer of [Company Name] since [Year], and if you review my account history, you will see that I have a consistent record of making payments in full and on time. Unfortunately, this payment was delayed because of [briefly mention reason, e.g., an unexpected mailing delay / a temporary oversight / a technical issue].

As soon as I realized the error, I submitted a payment for the full balance of \$[Amount] on [Date].

Given my long-standing relationship with your company and my history of timely payments, I would appreciate it if you could remove this one-time late fee as a gesture of goodwill.

Thank you for your time and for your excellent service. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]