

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

[Date]

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

RE: Request for Late Fee Reversal - Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request a waiver of the late fee in the amount of \$[Amount] charged to my small business account on [Date].

This payment was delayed due to [Briefly state reason, e.g., an administrative error / a temporary technical issue / an oversight during a transition period]. As soon as I realized the error, I submitted the full payment of \$[Payment Amount] on [Date].

As a loyal customer with a strong history of on-time payments, I value our business relationship. I have taken steps to ensure that all future payments are processed on time, including [e.g., setting up automatic payments].

I kindly ask that you consider reversing this fee as a one-time gesture of goodwill. Thank you for your time and for supporting my small business.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]