

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company/Organization Name]
[Company Address]

Subject: Formal Grievance Regarding Late Fee Assessment - Account #[Your Account Number]

Dear [Recipient Name],

I am writing to formally contest the late fee of \$[Amount] charged to my account on [Date]. I believe this fee was assessed in error and request that it be waived immediately.

The fee is unjustified for the following reason(s):

- [Option 1: Payment was made on time on (Date) via (Payment Method).]
- [Option 2: Technical issues on your website prevented payment processing.]
- [Option 3: I did not receive the billing statement until after the due date.]
- [Option 4: Other reason - specify clearly.]

Attached to this letter is [Document Name, e.g., a bank statement/receipt/screenshot] which proves that the payment was initiated/completed within the allowed timeframe.

I have consistently maintained my account in good standing and ask that you review this matter and credit the amount back to my account. Please confirm in writing once this correction has been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]