[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Waiver of Late Payment Fees**

Dear [Recipient’s Name],

I am writing to request a waiver of late payment fees applied to [INVOICE NUMBER/ACCOUNT NAME], due to [*reason for delay, e.g., unforeseen circumstances, technical difficulties, or oversight*].

**Details of the Request**

* **Invoice Number**: [INVOICE NUMBER]
* **Original Due Date**: [DUE DATE]
* **Payment Date**: [DATE PAID]
* **Late Fee Charged**: [AMOUNT]

We value our relationship with [COMPANY NAME] and have consistently maintained timely payments in the past. [*Include any relevant justification, such as “This delay was a one-time occurrence and has since been resolved to prevent future incidents.”*]

We kindly ask for your understanding and consideration in waiving the late fee as a goodwill gesture. If you require additional information or documentation to process this request, please let us know.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

Thank you for your attention to this matter, and we appreciate your understanding and support.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]