

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Institution Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for the late fee associated with my account [Account Number or Reference]. Due to [briefly explain your reason, e.g., unforeseen circumstances, financial difficulty, etc.], I was unable to make my payment by the due date.

I understand the importance of adhering to deadlines and genuinely regret the oversight. I have since taken steps to ensure this will not happen again, including [mention any measures you have implemented].

Given my history of timely payments and my commitment to resolving this matter, I kindly ask for your consideration in waiving the late fee. I greatly appreciate your understanding and support.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,  
[Your Name]