

Petition to Waive Late Charges

Date:

To:

From:

Account Number:

Subject: Request to Waive Late Charges

Dear ,

I am writing to respectfully request the waiver of late charges applied to my account. Due to unforeseen circumstances, I was unable to make the payment on time. I have since rectified the situation and ensured that my account is now current.

I kindly ask for your consideration in waiving the late fees as a gesture of goodwill. I value my relationship with your institution and am committed to keeping my account in good standing moving forward.

Thank you for your understanding and prompt attention to this matter.

Sincerely,