

Formal, Polite Financial Consideration Email

Subject: Request for Consideration of Late Payment Waiver

Dear [Billing Department/Manager],

I am writing to request consideration for a waiver of late payment fees for my account [account number]. Due to [reason, e.g., unexpected financial hardship], I was unable to make the payment by the due date.

I have always maintained a good payment record and sincerely hope you can consider my request favorably. Thank you for your time and understanding.

Warm regards,

[Your Name]

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