

Sample Letter to Waive Late Payment Fee on Utility Bill

This **sample letter to waive late payment fee on utility bill** serves as a formal request to the utility company, explaining the reason for the delayed payment and kindly asking for the removal of the associated late fee. It typically includes details such as account information, the circumstances causing the delay, a commitment to pay the outstanding balance promptly, and a polite appeal for understanding and fee waiver. Using this letter can help consumers maintain a good relationship with the utility provider and avoid unnecessary charges.

Template

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Customer Service Department or relevant office]
[Company Address]
[City, State ZIP Code]
Subject: Request to Waive Late Payment Fee â€” Account #[Your Account Number]
Dear [Utility Company Name/Customer Service],
I am writing to respectfully request a waiver for the late payment fee that was recently applied to my account ([Account Number: XXXXXXX]). Due to [briefly explain reason for delay], I understand the importance of making timely payments and want to assure you that this was an isolated incident. I have since taken care of the outstanding amount in full as of [Date]. Given the circumstances, I kindly request your understanding and ask if you would be willing to remove the late payment fee applied to my account. I value my relationship with [Utility Company Name] and appreciate your assistance.
Thank you for considering my request. I appreciate your time and understanding, and I look forward to your positive response.
Sincerely,
[Your Name]