

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF LATE PAYMENT AND FEE ASSESSMENT

Dear [Recipient Name],

This letter is to inform you that we have not received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

Your account was subject to a grace period which expired on [Grace Period End Date]. As payment was not received by this deadline, a late fee of \$[Late Fee Amount] has been assessed to your account in accordance with your agreement.

Account Summary:

- Original Invoice Amount: \$[Original Amount]
- Late Fee Assessed: \$[Late Fee Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit the total balance due immediately to bring your account up to date. You can make your payment via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]