

[Date]

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

Subject: Initial Notice of Grace Period Expiration

Dear [Recipient Name],

This letter serves as a formal notification regarding your account [Account Number/Reference Number].

According to our records, your payment of \$[Amount Due], which was originally due on [Original Due Date], has not been received. Your contractual grace period is scheduled to expire on [Grace Period End Date].

To avoid late fees, service interruptions, or negative impacts to your credit standing, please ensure that payment is processed before the expiration date mentioned above.

Current Status:

- Amount Outstanding: \$[Amount]
- Grace Period Expiration Date: [Date]
- Late Fee After Expiration: \$[Amount]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this balance, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Payments can be made online at [Website URL] or via [Other Payment Methods].

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]