

Date: [Insert Date]

To: [Recipient Name]

Account Number: [Insert Account Number]

Property/Invoice Address: [Insert Address]

Subject: NOTICE OF LATE PAYMENT PENALTY AND GRACE PERIOD EXPIRATION

Dear [Recipient Name],

This letter serves as formal notification that the payment for [Invoice/Reference Number], originally due on [Original Due Date], has not been received.

The allowed grace period of [Number of Days] days expired on [Grace Period End Date]. Consequently, a late payment penalty has been applied to your account in accordance with your agreement.

Balance Summary:

- Original Amount Due: \$[Amount]
- Late Penalty Fee: \$[Amount]
- Interest Accrued (if applicable): \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

Please remit the total outstanding balance immediately to avoid further penalties, interest accumulation, or potential suspension of services. Payments can be made via [Insert Payment Methods].

If you have already sent your payment, please disregard this notice. If you believe this letter was sent in error or if you are experiencing financial hardship, please contact our billing department at [Phone Number] or [Email Address] to discuss a payment arrangement.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]