

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

[Date]

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

**RE: NOTICE OF DELINQUENT ACCOUNT AND DEMAND FOR PAYMENT OF PENALTY FEES**

Dear [Recipient Name],

This letter serves as a formal demand for the payment of outstanding penalty fees associated with your delinquent account (Account No: [Account Number]).

Our records indicate that despite previous notifications regarding your overdue balance, the account remains unpaid. As per the terms and conditions of our service agreement dated [Date of Agreement], late payments are subject to the following charges:

- **Original Invoice Amount:** \$[Amount]
- **Late Payment Penalty:** \$[Amount]
- **Accrued Interest (if applicable):** \$[Amount]
- **Total Amount Due:** \$[Total Amount]

Please remit the total amount due within [Number, e.g., 10] business days from the date of this letter. Payments can be made via [Payment Method, e.g., Bank Transfer, Check, Online Portal].

Failure to settle this balance by [Deadline Date] may result in further action, which may include the suspension of services, reporting to credit bureaus, or the referral of this account to a third-party collection agency or legal counsel.

If you believe this notice has been sent in error or if you have already sent payment, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]