

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Re: Itemization of Accumulated Interest and Penalties - Account #[Account Number]**

Dear [Recipient Name],

This letter provides a formal itemization of the interest and penalties that have accumulated on your outstanding balance as of [Current Date].

The total amount currently due is \$[Total Amount], which is broken down as follows:

<b>Description</b>	<b>Amount</b>
Original Principal Balance	[\$Amount]
Accumulated Interest ([Rate]% from [Date] to [Date])	[\$Amount]
Late Payment Penalties	[\$Amount]
Administrative/Overdue Fees	[\$Amount]
<b>Total Outstanding Balance</b>	<b>[\$Total Amount]</b>

Please note that interest continues to accrue at a rate of [Percentage]% per [Month/Year] until the balance is paid in full. To stop further penalties, please remit payment by [Due Date].

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]