

[Date]

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

Re: Notice of Change to Late Payment Fee Schedule - Loan Account [Account Number]

Dear [Borrower Name],

This letter serves as formal notification that we are modifying the late payment fee schedule associated with your personal loan agreement. These changes will take effect on [Effective Date].

Current Fee Structure:

[Description of current fee, e.g., \$25.00 or 5% of the monthly payment]

New Fee Structure:

[Description of new fee, e.g., \$35.00 or 10% of the monthly payment]

Why this change is occurring:

This adjustment is being made due to [Reason for change, e.g., updated administrative costs or policy updates].

Please note that all other terms and conditions of your original loan agreement remain in full force and effect. To avoid incurring these new charges, please ensure that your monthly payments are received by the [Number] day grace period following your due date.

If you have any questions regarding this modification, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

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