

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Late Fee Assessment - Subscription [Account/Invoice Number]

Dear [Customer Name],

This letter is to notify you that we have not received payment for your [Software Name] subscription, which was due on [Original Due Date].

As per the terms of our service agreement, a late fee of [Amount] has been assessed to your account. Your total outstanding balance is now [Total Amount Due].

To avoid further service interruptions or additional fees, please submit your payment immediately through your customer portal or by using the details below:

- Invoice Number: [Invoice Number]
- Total Amount Due: [Total Amount Due]
- Payment Due Date: [Immediate/Specific Date]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]