

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

[Date]

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

RE: Late Fee Assessment Notice - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that we have not received the full payment for your utility bill dated [Original Bill Date], which was due on [Due Date].

As a result of the overdue balance, a late fee of \$[Amount] has been assessed to your account in accordance with our service terms. Your updated account balance is now \$[Total Amount Due].

To avoid further penalties or potential service interruption, please submit your payment immediately. You can pay your bill via the following methods:

- Online at: [Website URL]
- By Phone: [Phone Number]
- In person at: [Office Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our billing department as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Company Name]