

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Address]  
[City, State, Zip Code]

**RE: NOTICE OF PAST DUE PAYMENT AND LATE FEE ASSESSMENT**

Dear [Recipient Name],

This letter is to inform you that your account is currently past due. According to our records, we have not received payment for the following invoice(s):

Invoice Number: [00000]  
Invoice Date: [Date]  
Original Amount Due: \$[0.00]  
Due Date: [Date]

Per our contractual agreement and credit terms, a late fee has been assessed due to the failure to remit payment by the deadline. Your updated account balance is as follows:

Original Amount: \$[0.00]  
Late Fee Assessment: \$[0.00]  
**Total Amount Now Due: \$[0.00]**

Please remit the total amount due immediately to bring your account back into good standing. You may make a payment via [Insert Payment Methods: Credit Card, ACH, Check, or Online Portal Link].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this invoice or if there is a discrepancy, please contact our billing department at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]