

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Late Payment and Application of Penalties - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter is to formally notify you that payment for Invoice #[Invoice Number], dated [Invoice Date], is now overdue. As of [Current Date], we have not received the outstanding balance of [Original Amount Due].

Pursuant to our signed Terms of Business dated [Date of Agreement], specifically section [Section Number/Title regarding Payments], late payments are subject to the following penalties:

- **Late Fee:** A fixed charge of [Amount] per [Week/Month] of delinquency.
- **Interest:** Accrued interest at a rate of [Percentage]% per annum, calculated daily.

As the payment is currently [Number] days late, the adjusted total now due is **[New Total Amount]**. This includes the original invoice amount plus [Total Penalty/Interest Amount] in accrued penalties.

Please remit the full adjusted balance by [Deadline Date] to avoid further interest accumulation or the suspension of services as outlined in our agreement.

If you have already sent the payment, please disregard this notice. If you are experiencing difficulties making this payment, please contact us immediately to discuss a payment plan.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]