

FINAL NOTICE OF LATE FEE ASSESSMENT

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Account Number: [Insert Account Number]

Dear [Recipient Name],

This letter serves as a final notice regarding the past due balance on your account. Despite our previous reminders, we have not received the payment for invoice #[Insert Invoice Number], which was due on [Insert Original Due Date].

As per our terms of service, a late fee of \$[Insert Amount] has now been assessed and added to your outstanding balance. Your total amount due is now \$[Insert Total Balance].

Account Summary:

- Original Amount: \$[Amount]
- Late Fee Assessment: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit the full payment immediately to avoid further collection actions or the suspension of your services. You may pay via [Insert Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and need to discuss a payment plan, please contact our billing department at [Insert Phone Number] or [Insert Email Address] immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]