

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: First Notice of Late Fee Assessment

Dear [Recipient Name],

This letter serves as formal notification that we have not received the payment due on [Original Due Date] for invoice number [Invoice Number].

Per the terms of your agreement, a late fee of \$[Amount] has been assessed to your account. This brings your total outstanding balance to \$[Total Balance Due].

Please submit the full payment immediately to avoid further late charges or disruptions to your service. You can make a payment via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name/Title]