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

[Date]

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

RE: Formal Notice of Late Fee Assessment for Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as formal notification that we have not received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

As per the terms of our agreement dated [Contract/Agreement Date], a late fee has been assessed to your account due to the overdue balance. The details of the outstanding balance are as follows:

- Original Invoice Amount: $[Amount]
- Late Fee Assessment: $[Late Fee Amount]
- **Total Amount Now Due: $[Total Amount]**

Please remit the total amount due immediately to bring your account back into good standing. If payment has already been sent, please disregard this notice.

If you have any questions regarding this assessment or if you are experiencing difficulties making this payment, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Signature]

[Sender Printed Name]
[Sender Title]