

Date: [Date]

To: [Tenant/Debtor Name]

Address: [Property/Mailing Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF LATE FEE ASSESSMENT AND GRACE PERIOD EXPIRATION

Dear [Tenant/Debtor Name],

This letter serves as formal notification that your payment for the period of [Billing Period/Month], which was due on [Due Date], has not been received in full as of the date of this letter.

Pursuant to your agreement dated [Agreement Date], the allowed grace period expired on [Grace Period End Date]. Consequently, a late fee has been assessed to your account.

Account Summary:

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

Please submit the total balance due immediately to avoid further late charges, penalties, or potential legal action. If you have already sent your payment, please disregard this notice.

Payments can be made via [List Payment Methods, e.g., Online Portal, Check, Money Order].

If you have any questions regarding this balance or if there is a discrepancy, please contact our office at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]