

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

[Date]

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

Subject: Notice of Outstanding Balance and Late Fee Assessment

Dear [Recipient Name],

This letter is to inform you that your account is currently past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Original Due Date].

As per our payment terms, a late fee has been assessed to your account. Please find the updated balance details below:

- **Original Invoice Amount:** \$[Amount]
- **Late Fee Assessed:** \$[Amount]
- **Total Outstanding Balance:** \$[Total Amount]

Please submit the total outstanding balance by [New Due Date] to ensure your account remains in good standing and to avoid further collection actions or additional interest charges.

If you have already sent your payment, please disregard this notice. If you have any questions or believe there is an error regarding this balance, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]