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

[Date]

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

Subject: NOTICE OF PENDING ADDITIONAL LATE FEE ASSESSMENT

Dear [Recipient Name],

This letter serves as a formal warning regarding your overdue balance for [Invoice Number/Account Number]. As of today, our records show an outstanding balance of $[Amount].

Your payment was originally due on [Original Due Date]. Despite previous reminders, we have yet to receive the payment in full.

Please be advised that if the total outstanding balance is not received by [Deadline Date], an additional late fee of $[Amount] will be assessed to your account. This fee is in accordance with the terms of our [Agreement/Contract].

Account Summary:
Past Due Amount: $[Amount]
Current Late Fees: $[Amount]
Total Currently Owed: $[Total Amount]

To avoid the assessment of further fees, please submit your payment immediately via [Payment Method/Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact us at [Phone Number] before [Deadline Date].

Sincerely,

[Your Name/Title]
[Company Name]