

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Late Payment Penalty Assessment - Parking Space #[Space Number]

Dear [Tenant Name],

This letter serves as formal notice that we have not received the parking fee for the month of [Month, Year], which was due on [Due Date].

According to the terms of your Parking Space Lease Agreement, a late fee is assessed if payment is not received by the [Day] day of the month. As of today, your account is past due.

Account Summary:

- Monthly Parking Fee: \$[Amount]
- Late Payment Penalty: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately to avoid further action, which may include the revocation of parking privileges or the towing of your vehicle at your expense.

If you have already sent your payment, please disregard this notice. If you have any questions regarding this assessment, please contact [Name/Department] at [Phone Number] or [Email].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]