

# Late Payment Fee Dispute Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute the late payment fee that has been applied to my account on [Insert Date]. I believe that this charge has been applied in error due to [brief explanation of the reason for the dispute, e.g., timely payment, bank error, etc.].

According to my records, I made my payment on [Insert Payment Date] in the amount of [Insert Amount]. I have attached documentation as evidence of this transaction, including [specify any attached documents, e.g., bank statement, payment confirmation].

I kindly request that you review my account and reconsider the late payment fee. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]