

# Shipping Costs Payment Alert

Dear [Recipient's Name],

We are writing to inform you that the shipping costs for your recent order #[Order Number] are now due.

**Amount Due:** \$[Amount]

**Due Date:** [Due Date]

Please ensure that the payment is made by the due date to avoid any delays in processing your shipment.

You can make your payment through the following methods:

- Bank Transfer: [Bank Details]
- Credit Card: [Payment Link]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]