

Shipping Fee Payment Request

Dear [Recipient's Name],

I hope this message finds you well. We are writing to request the payment for the shipping fees associated with your recent order (Order Number: [Order Number]).

The total shipping fee amounts to [Amount]. We kindly ask that you process this payment by [Due Date] to avoid any delays in shipping.

Payment can be made via [Payment Method]. Please let us know if you need any further details or assistance.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]