

Billing Inquiry Regarding Late Charges

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inquire about the recent invoice [#Invoice Number] dated [Invoice Date]. Upon reviewing the charges, I noticed a late fee of [Late Fee Amount] that appears to have been applied.

I would appreciate it if you could provide clarification on the basis for this late charge, as I believe that the payment was made on time. The payment was processed on [Payment Date], and I have attached the proof of payment for your reference.

Please let me know if there are any discrepancies or additional information required from my side. I look forward to your prompt response to resolve this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]