

Penalty Fee Revision Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a revision regarding the penalty fee applied to your account due to late payments.

After careful review, we have decided to amend the late payment penalty to [new penalty fee amount] effective [effective date]. This adjustment has been made to provide a more flexible solution for our valued customers.

Please ensure that all future payments are made by the due date to avoid this penalty.

If you have any questions or need further assistance, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]