

Late Payment Fee Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the late payment fee regarding invoice number [Invoice Number], originally due on [Due Date]. As per our agreement, there is a late fee of [Late Fee Amount] for payments received after the due date.

As of today, the outstanding balance is [Total Amount Due with Late Fee]. I kindly request that this balance be settled by [New Payment Deadline], to avoid further late charges and disruptions.

Please feel free to reach out if you have any questions or need to discuss this matter further. I appreciate your prompt attention to this issue.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]
[Your Contact Information]