

Fee Penalty Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notice regarding a fee penalty associated with transportation services provided on [Insert Date of Service]. As per our records, the payment for these services was not received by the due date of [Insert Due Date].

Details of the Penalty:

- Service Provided: [Insert Service Details]
- Original Fee: \$[Amount]
- Penalty Fee: \$[Amount]
- Total Amount Due: \$[Total Amount]

We kindly request that you settle the outstanding amount by [Insert Deadline for Payment] to avoid further penalties. Payments can be made via [Insert Payment Methods]. If you have already made this payment, please disregard this notice.

For any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]