

Notice of Penalty Charges

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you of penalty charges that have been applied to your account due to [reason for penalty, e.g., late payment, missed schedule, damages]. According to the terms of our transportation service agreement, these charges have been assessed as follows:

- Penalty for late payment: \$[Amount]
- Penalty for missed schedule: \$[Amount]
- Damage fees: \$[Amount]

The total penalty amount due is: \$[Total Amount]

Please ensure that the payment is made by [Due Date] to avoid further penalties or service disruption. Payment can be made via [insert payment methods].

If you believe this notice has been issued in error, or if you would like to discuss this matter further, please contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]