

# Notification of Outstanding Transportation Service Fees

Date: [Insert Date]

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notification regarding your outstanding transportation service fees with our company, [Company Name]. Our records indicate that your account currently shows a balance of [Amount Due], which was due on [Due Date].

We kindly request that you settle this balance at your earliest convenience to avoid any late fees or disruption of service. Detailed information about your account and payment options can be found in the attached invoice.

If you have already made a payment or believe this notice is in error, please contact our billing department at [Phone Number] or [Email Address] to resolve the matter promptly.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]