

Penalty Fee Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you of a penalty fee incurred due to a breach of our transportation service agreement. On [Insert Date of Violation], the following violation occurred:

- [Description of Violation]

As a result of this violation, a penalty fee of [Insert Amount] has been applied to your account. We kindly ask you to remit this payment by [Insert Due Date] to avoid further action.

Please find the details of your account below:

- Account Number: [Insert Account Number]
- Outstanding Amount: [Insert Amount]

If you have any questions or believe this notice has been sent in error, please do not hesitate 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]