

Reminder: Transportation Penalty Fees Due

Date: [Insert Date]

Dear [Recipient's Name],

This is a reminder that your transportation penalty fees are currently overdue. As of today, the total amount due is [Insert Amount]. Please see the details below:

- Invoice Number: [Insert Invoice Number]
- Due Date: [Insert Due Date]
- Penalty Fee: [Insert Fee Details]

We kindly request that you remit payment as soon as possible to avoid further penalties. You can make your payment via [Insert Payment Method].

If you have already made this payment, please disregard this notice. For any questions or concerns, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]