

Transportation Fee Violation Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a violation regarding transportation fees has been noted in our records. Specifically, on [insert date of violation], it was observed that the required transportation fee was not paid or was inaccurately processed for [insert relevant details - e.g., bus route, service period].

As a result of this violation, an outstanding balance of [insert amount] is now due. Please review your records and remit payment by [insert due date] to avoid further penalties.

We appreciate your immediate attention to this matter. Should you have any questions or wish to discuss this further, please contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]