

Transportation Penalty Fee Alert

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a transportation penalty fee incurred on [Insert Date of Incident]. The details of the violation are as follows:

- **Violation Type:** [Insert Violation Type]
- **Location:** [Insert Location]
- **Fee Amount:** \$[Insert Fee Amount]

Please be advised that the penalty fee is due by [Insert Due Date]. Failure to make the payment may result in additional penalties.

For any questions or concerns, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]