

Transportation Service Fee Penalty Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reminder regarding the transportation service fee that remains outstanding for the period of [Insert Period]. As per our agreement, the fee was due on [Insert Due Date].

As of today, [Insert Current Date], we have not yet received the payment of [Insert Amount Due], and a penalty of [Insert Penalty Amount] has been applied as outlined in our policy.

Please ensure that the payment is made by [Insert New Due Date] to avoid any further penalties. If you have already made the payment, kindly disregard this notice.

Should you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]