

# Penalty Fee Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a penalty fee related to your recent use of our transportation services. As per our service agreement, the following violation has been noted:

- Violation: [Describe Violation]
- Date of Violation: [Insert Date]
- Penalty Fee: \$[Insert Amount]

We understand that unforeseen circumstances can arise, and we encourage you to reach out if you have any questions regarding this fee or if you wish to discuss the matter further.

Please arrange for payment by [Due Date] to avoid any additional charges. Payment can be made through [Insert Payment Method].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]