

# Notification of Late Payment Fees

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your payment for invoice #[Invoice Number], which was due on [Due Date], has not been received.

As per our terms of service, a late fee of [Late Fee Amount] will be applied to your account for each month the payment remains overdue.

We kindly ask you to settle the outstanding amount of [Total Amount Due] at your earliest convenience to avoid further charges.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]