

Late Registration Notice

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We hope this message finds you well. We are writing to inform you that the registration deadline for the [Event Name], scheduled on [Event Date], has now passed. However, we would like to offer you the opportunity to register late.

Please note that a late registration fee of [Late Fee Amount] will apply. To proceed with your late registration, kindly fill out the attached registration form and submit it by [New Deadline Date]. Your participation is important to us, and we would love to have you join this exciting event.

If you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your understanding, and we hope to see you at [Event Name]!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]