

Overdue Assessment Fees Alert

Dear [Recipient's Name],

We hope this message finds you well. Our records indicate that your assessment fees for [specific period] are overdue. The total amount due is [amount].

Please make the payment by [final payment date] to avoid any late fees or penalties.

If you have already made the payment, please disregard this notice. Otherwise, we encourage you to take immediate action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]