

Penalty Enforcement Explanation of Charges

Dear [Recipient's Name],

We are writing to inform you about the penalties imposed due to [brief description of the violation]. Your account has been reviewed, and we have determined that the following charges apply:

Charges Breakdown:

- Violation Date: [Date]
- Violation Description: [Description of the violation]
- Penalty Amount: \$[Amount]
- Due Date for Payment: [Due Date]

If you believe this charge is incorrect or if you have any questions regarding this penalty, please contact us at [Contact Information] within [Number of Days] days of this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]