

Penalty Enforcement Follow-Up Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This is a follow-up reminder regarding the penalty enforcement notice sent to you on [Insert Original Date]. As of today, we have not received any response or payment regarding the outstanding penalty of [Insert Amount].

Please be advised that failure to address this matter promptly may result in further actions being taken, including but not limited to additional fines or legal proceedings.

We encourage you to contact us as soon as possible to discuss this matter or to arrange payment. Our office hours are [Insert Office Hours], and we are available at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]