

# Notice of Late Registration Fee Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This is a friendly reminder that the registration fee for [Event/Course Name] was due on [Due Date]. As of today, we have yet to receive your payment of [Amount].

Please remit your payment as soon as possible to avoid any late fees or disruptions in your registration status. Payment can be made via [Payment Methods]. If you have already sent your payment, please disregard this notice.

If you have any questions or concerns regarding your payment, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]