

Collection Fee Breakdown

Dear [Client's Name],

We hope this message finds you well. Kindly find below the breakdown of the collection fees related to your account:

Date	Description	Amount
[Date 1]	Initial Collection Fee	[\$Amount 1]
[Date 2]	Additional Charges	[\$Amount 2]
[Date 3]	Late Fee	[\$Amount 3]
Total	Amount Due	[\$Total Amount]

If you have any questions regarding this breakdown, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]