

Collection Fee Clarification

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Collection Fee Clarification for Overdue Invoices

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to clarify the collection fees associated with the overdue invoices listed below:

- Invoice #[Invoice Number 1] - Amount: \$[Amount] - Due Date: [Due Date]
- Invoice #[Invoice Number 2] - Amount: \$[Amount] - Due Date: [Due Date]
- Invoice #[Invoice Number 3] - Amount: \$[Amount] - Due Date: [Due Date]

As per our agreement, a collection fee of [Percentage]% will apply to invoices that are [Number of Days] days overdue. This fee is intended to cover the administrative costs associated with the collections process.

Please let us know if you have any questions or if you would like to discuss this matter further. We value our relationship and are committed to working with you to resolve any outstanding payments.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]