

Collection Fee Disclosure Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to inform you about the collection fees associated with your outstanding balance of [Insert Amount] on your account number [Insert Account Number]. As per our policy and in compliance with applicable laws, we would like to provide you with the following details regarding the collection fees that may be incurred:

- **Initial Collection Fee:** [Insert Amount or Percentage]
- **Interest Charges:** [Insert Interest Rate]
- **Additional Fees:** [Insert Any Additional Fees, if applicable]

Please be advised that these fees will be added to your principal balance if the account remains unpaid. We encourage you to contact us at [Insert Contact Information] to discuss payment options and avoid further fees.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]