

Collection Fee Justification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally address the outstanding payment on your account dated [Invoice Date] for [Service/Product], which remains unpaid. As outlined in our agreement, late payments incur a collection fee due to the additional resources required to follow up on overdue invoices.

The total amount due as of today is [Total Amount Due], which includes a collection fee of [Collection Fee Amount] for the delay in payment. This fee is assessed according to our policy, which you acknowledged upon signing the agreement.

Please remit full payment by [Final Payment Date] to avoid further collection action. We appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]