

Collection Fee Notice

Date: [Insert Date]

To: [Insert Customer Name]

[Insert Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you that your account with us is currently past due in the amount of [Insert Amount]. Despite our previous reminders, we have not yet received your payment.

As per the terms of our agreement, a collection fee of [Insert Collection Fee Amount] will be added to your total balance unless payment is received by [Insert Deadline Date].

Please make your payment promptly to avoid further fees. Payment can be made via [Insert Payment Methods]. If you have already sent your payment, please disregard this notice.

If you have any questions regarding this notice, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]