

Account Collection Fee Summary

Date: [Insert Date]

To: [Account Holder Name]

Account Number: [Account Number]

Dear [Account Holder Name],

This letter serves as a summary of the collection fees associated with your account. Below is the detailed breakdown:

| Fee Description | Amount |
|------------------------------|---------------------------|
| Late Payment Fee | [\$[Amount]] |
| Overdraft Fee | [\$[Amount]] |
| Account Maintenance Fee | [\$[Amount]] |
| Total Collection Fees | [\$[Total Amount]] |

Please ensure that the outstanding fees are paid by [Due Date] to avoid any further penalties.

If you have any questions regarding this summary or your account, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]