

Late Charge Assessment Notification

Date: [Insert Date]

From: [Your Company Name]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your account with us has an outstanding balance that remains unpaid. As of [Insert Due Date], a late charge has been assessed according to the terms of your agreement.

The details are as follows:

- **Account Number:** [Insert Account Number]
- **Original Amount Due:** [Insert Original Amount]
- **Late Charge Assessed:** [Insert Late Charge Amount]
- **Total Amount Due:** [Insert Total Amount]

To avoid any further charges, we kindly ask you to make the necessary payment by [Insert New Due Date]. Payment can be made via [Insert Payment Methods].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]