

Late Payment Fee Alert

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your payment for Invoice #[Invoice Number] was due on [Due Date] and has not yet been received.

As per our terms, a late payment fee of [Late Fee Amount] will be applied if the payment is not received by [New Deadline]. We encourage you to make the payment as soon as possible to avoid this fee.

If you have already made the payment, please disregard this notice. If you have any questions or require assistance, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]