

Late Fee Clarification for Invoice #12345

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the late fee applied to your recent invoice #12345, which was due on [insert due date].

As per our agreed terms, a late fee of [insert amount or percentage] is assessed on all balances not paid within [insert number of days] days following the due date.

Upon reviewing your account, I noticed that the payment was received on [insert payment date], which was [number of days late] days past the due date. Therefore, the late fee of [insert amount] was applied to your account.

If you believe this fee was assessed in error or wish to discuss this matter further, please do not hesitate to reach out to me directly at [insert contact information]. We value your business and are here to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]