

Late Fee Explanation

Dear [Client's Name],

I hope this message finds you well. We would like to take a moment to explain the late fee that has been applied to your account.

Due to the terms of our agreement, payments were due on [Due Date]. As of today, we have not received your payment, which has resulted in a late fee of [Late Fee Amount]. This fee is necessary to cover the costs associated with delayed payment and to ensure we can continue providing our quality services.

If you believe this late fee has been applied in error or if you have experienced any circumstances that have affected your ability to make timely payments, please do not hesitate to reach out so we can discuss this matter further.

Thank you for your attention to this matter. We appreciate your understanding and prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]