

Late Fee Inquiry for Billing Statement

Customer Name: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

To: [Billing Department/Company Name]

Address: [Company Address]

Dear [Billing Department/Recipient's Name],

I hope this message finds you well. I am writing to inquire about a late fee charge that appears on my recent billing statement dated [Billing Statement Date]. The statement reflects a late fee of [Amount] which I did not expect.

According to my records, I made my payment on [Payment Date] before the due date of [Due Date]. I would appreciate it if you could review my account and provide clarification regarding this fee.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]