

Interest Fee Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide a detailed explanation regarding the interest fees applied to your account.

As of [Insert Date], an interest fee of [Insert Amount] was assessed on your account due to [briefly explain reason, e.g., "a late payment" or "the outstanding balance"]. The interest is calculated based on [mention interest rate and any relevant terms].

We understand that fees can be frustrating and are committed to being transparent in our practices. If you have any questions or would like to discuss this matter further, please feel free to reach out to our customer service team at [Insert Contact Information].

We appreciate your understanding and look forward to resolving this matter to your satisfaction.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]