

Reminder for Interest Fees

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding interest fees on your account.

As of [Date], the total interest fees amount to [Amount]. We kindly ask that you settle this balance at your earliest convenience to avoid any further penalties.

If you have already made this payment, please disregard this notice. Otherwise, if you have any questions or require assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]