

# Utility Late Fee Assessment Notification

Date: [Insert Date]

Account Holder:

[Account Holder Name]

[Account Holder Address]

[City, State, Zip Code]

Dear [Account Holder Name],

We hope this message finds you well. This letter serves as a formal notification regarding a late fee assessment on your utility account.

Due to the non-receipt of your payment for the billing period ending [Insert Due Date], we regret to inform you that a late fee of [Insert Late Fee Amount] has been applied to your account.

For your reference, below are the details of your account:

- Account Number: [Insert Account Number]
- Amount Due: [Insert Amount Due]
- Late Fee Charged: [Insert Late Fee Amount]
- Total Amount Due Including Late Fee: [Insert Total Amount]

Please make your payment by [Insert Final Payment Date] to avoid further penalties. You can pay your bill online at [Insert Payment Website] or by contacting our customer service at [Insert Contact Number].

We appreciate your prompt attention to this matter. If you have already made the payment, please disregard this notice.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]