

# Late Payment Fee Warning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder that your payment of [Insert Amount] for invoice #[Insert Invoice Number], originally due on [Insert Due Date], has not yet been received.

Please be aware that as per our company policy, a late payment fee of [Insert Fee Amount] will be applied if we do not receive your payment by [Insert New Deadline]. We kindly ask you to prioritize this overdue amount to avoid the additional fee.

If you have already sent your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]