

Fee Assessment Notification

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the fee assessment related to your recent late payment for invoice number [Invoice Number].

As per our policy, a late fee of [Late Fee Amount] has been applied due to the payment not being received by the due date of [Due Date]. The total amount now due is [Total Amount Due].

Please make the payment by [New Payment Deadline] to avoid further penalties. You may remit payment through [Payment Methods Available]. If you have already made the payment, please disregard this notice.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]