

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Change to Late Fee Policy

Dear [Recipient Name],

This letter serves as formal notification regarding a change to our late fee structure for [Account Type/Service Name]. Our goal is to ensure timely payments to maintain the quality of our services and cover administrative costs associated with overdue accounts.

Effective Date: [Insert Date]

New Late Fee Structure:

- **Grace Period:** [Number] days after the due date.
- **Initial Late Fee:** \$[Amount] will be applied on the first day following the grace period.
- **Additional Charges:** [Describe any daily fees or percentage-based increases, if applicable].

Please note that all payments must be received by the due date indicated on your invoice to avoid these charges. If you are experiencing financial difficulties, please contact us before your payment is due to discuss potential arrangements.

We value your business and appreciate your prompt attention to your account balance. If you have any questions regarding this change, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]