

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Notification of Absentee Fee**

Dear [Recipient Name],

This letter is to formally notify you regarding an absentee fee that has been applied to your account for the date(s) of [Date of Absence].

According to our records and the terms of our agreement, a fee is charged when a scheduled [appointment/session/event] is missed without prior notice or within the required cancellation window. The details of the charge are as follows:

- **Reason for Fee:** [Unexcused Absence / Late Cancellation]
- **Date of Occurrence:** [Date]
- **Fee Amount:** \$[Amount]

Please ensure that payment is made by [Due Date] to avoid any further administrative actions or service interruptions. You can make your payment via [Payment Method].

If you believe this fee has been charged in error, or if there were extenuating circumstances regarding your absence, please contact our office at [Phone Number] or [Email Address] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]