

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Account/Reference Number: [Insert Number]

Subject: NOTICE OF GRACE PERIOD EXPIRATION AND FORMAL INCIDENT REPORT

Dear [Recipient Name],

This letter serves as formal notification that the grace period regarding [describe obligation, e.g., payment, document submission, or compliance requirement] expired on [Insert Expiration Date].

Despite previous reminders, we have not received the required [payment/documentation] or seen a resolution to the matter. As a result, this has been officially logged as an incident under [Insert Policy Name or Contract Section].

Incident Details:

- **Type of Incident:** [e.g., Non-payment, Breach of Contract, Missing Documentation]
- **Original Due Date:** [Insert Date]
- **Grace Period End Date:** [Insert Date]
- **Current Status:** [e.g., Delinquent / Non-compliant]

Because the grace period has lapsed, the following actions may now be taken:

- Application of late fees or penalties totaling [Insert Amount].
- Suspension of services or account access effective [Insert Date].
- Reporting of this incident to [Insert Department/Agency/Credit Bureau].

To prevent further escalation or legal action, you are required to [Insert Required Action, e.g., remit payment in full] no later than [Insert Final Deadline].

If you have already addressed this matter, please disregard this notice. If you have questions regarding this incident, please contact us immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]