

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Advisory Notice - Late Payment Grace Period Policy**

Dear [Customer Name],

This letter is a formal notification regarding our commercial payment policies and the status of your account, [Account Number].

Our records indicate that your recent payment for Invoice #[Invoice Number], due on [Due Date], has not yet been received. We would like to remind you of our standard policy regarding late payments and the applicable grace period.

**Policy Details:**

- **Grace Period:** Our company provides a grace period of [Number] days following the official due date.
- **Late Fees:** Payments received after the grace period expires on [Grace Period End Date] will be subject to a late fee of [Amount/Percentage].
- **Service Impact:** Continued delinquency beyond the grace period may result in a temporary suspension of services or credit terms.

We value your business and understand that delays can occur. To avoid additional charges and ensure your account remains in good standing, please submit your payment of [Amount Due] by [Grace Period End Date].

If you have already sent your payment, please disregard this notice. If you are experiencing circumstances that prevent timely payment, please contact our accounts department at [Phone Number] or [Email Address] to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]  
[Title]  
[Company Name]