

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

[Date]

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

Subject: Notice of Grace Period Expiration - Account #[Account Number]

Dear [Recipient Name],

This letter is to inform you that the grace period for your payment due on [Original Due Date] has expired. As of [Current Date], we have not received the required payment for your account.

Payment Details:

- Total Amount Due: \$[Amount]
- Late Fee Incurred: \$[Fee Amount]
- Total Balance Now Due: \$[Total Amount]

Because the grace period has ended, your account is now considered past due. Please submit the total balance immediately to avoid further late charges, service interruptions, or negative impacts to your credit standing.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this balance, please contact our billing department at [Phone Number] as soon as possible to discuss payment options.

You may make your payment online at [Website URL] or by mailing a check to the address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Title]