

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

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

Subject: Notice of Grace Period Activation

Dear [Recipient Name],

This letter is to formally notify you that we have not received your payment for [Invoice Number/Account Number], which was due on [Due Date].

As a result, we have activated the **grace period** associated with your agreement. This grace period will remain in effect until [Grace Period End Date].

During this time, you may submit your payment of \$[Amount Due] without incurring late fees or a disruption in service. However, if full payment is not received by the end of this period, the following actions may occur:

- Application of late payment penalties.
- Suspension of services or account access.
- Reporting of delinquency to credit bureaus.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your balance, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]