

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

[Date]

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

**Subject: NOTICE OF DELINQUENT ACCOUNT**

Dear [Customer Name],

This letter is to inform you that your account with [Your Company Name] is currently past due. Our records indicate that we have not received payment for the following invoice(s):

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]

**Total Outstanding Balance: \$[Total Amount]**

As of [Date], your account is [Number] days delinquent. We requested payment previously but have not yet received the funds or a response regarding your status.

Please remit the full payment by [Due Date] to bring your account back to good standing. You can make a payment via [Payment Method: Credit Card, Check, Online Portal, etc.].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number] so we can resolve this matter.

Failure to settle this balance may result in [Late Fees/Suspension of Services/Credit Reporting]. We value your business and hope to resolve this issue promptly.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company Name]