

[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 OUTSTANDING BALANCE AND LATE FEE WARNING**

Dear [Customer Name],

This letter is to inform you that your account is currently past due. According to our records, we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

**Account Summary:**

- Invoice Number: [Invoice Number]
- Original Amount: \$[Amount]
- Past Due Date: [Date]
- Current Balance: \$[Total Amount Due]

Please submit your payment immediately to bring your account up to date. You can pay via [Payment Methods, e.g., online portal, check, or bank transfer].

**Late Fee Warning:**

Please be advised that if payment is not received by [Grace Period Deadline Date], a late fee of \$[Late Fee Amount] or [Percentage]% will be applied to your balance as per our terms of service. Continued non-payment may result in a disruption of services or further collection actions.

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties making a payment, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]