

Date: [Insert Date]

Subject: ACTION REQUIRED: Grace Period Alert for [Account/Policy Number]

Dear [Recipient Name],

This is a formal notification regarding your account for [Product/Service Name]. Our records indicate that we have not yet received payment for your most recent invoice, which was due on [Original Due Date].

We understand that delays can happen. Please be advised that your account has now entered a **grace period**. You have until [Grace Period End Date] to submit your payment of [Amount Due] without any interruption to your service or additional late fees.

Action Required:

- Log in to your account at [Website Link] to pay online.
- Call our billing department at [Phone Number] to pay over the phone.
- Mail a check to [Payment Address].

Failure to complete this payment by the end of the grace period may result in [Service Suspension/Late Fees/Policy Cancellation].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your bill, please contact us immediately so we can assist you.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]