

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

[Date]

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

Subject: NOTICE OF OVERDUE PAYMENT - [Account Number]

Dear [Customer Name],

This is a reminder that your account is currently past due. Our records indicate that we have not yet received payment for your most recent billing cycle.

Please find your current monthly statement attached. It includes the previous outstanding balance as well as any applicable late fees.

Account Summary:

Total Amount Due: [Amount]

Due Date: [Date]

If you have already sent your payment, please disregard this notice. If you have not yet made a payment, please do so immediately via [Payment Method/Portal Link] to ensure your service remains uninterrupted.

If you are experiencing financial difficulties or have questions regarding this statement, please contact our billing department at [Phone Number] so we can discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]