

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

[Date]

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

Subject: NOTICE OF DELINQUENT ACCOUNT - [Account Number]

Dear [Customer Name],

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

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Amount Due: \$[Amount]
- Days Past Due: [Number]

We value your business and understand that oversight can happen. Please submit your payment of \$[Amount] by [New Due Date] to bring your account back into good standing. You can pay via [Payment Method: Online/Check/Phone].

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] so we can discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Title]