

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

[Date]

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

RE: Notice of Overdue Payment - Line of Credit Account #[Account Number]

Dear [Customer Name],

This is a formal reminder that your payment for the above-referenced line of credit account is now past due. Our records indicate that we have not received the minimum payment required for the billing cycle ending [Statement Date].

Account Summary:

- **Past Due Amount:** \$[Amount]
- **Late Fee Applied:** \$[Amount]
- **Total Amount Now Due:** \$[Total Amount]
- **Original Due Date:** [Date]

To keep your account in good standing and avoid further late fees or a potential suspension of your credit line, please submit your payment immediately. You can pay via our online portal, by phone, or by mail.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your balance, please contact our accounts department at [Phone Number] so we can discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]