

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Account Number: [Insert Account Number]

Subject: Important Notice Regarding Your Past Due Account

Dear [Insert Customer Name],

Our records indicate that your account is currently past due. As of [Insert Date], we have not received your scheduled payment for the billing cycle ending [Insert Billing Period Date].

Account Summary:

- Past Due Amount: \$[Insert Amount]
- Late Fees (if applicable): \$[Insert Amount]
- **Total Amount Needed to Bring Account Current: \$[Insert Total Amount]**

We understand that sometimes payments can be overlooked. We are contacting you early to help you avoid further late fees or potential impacts on your credit rating. Please submit your payment as soon as possible via our online portal, by phone at [Insert Phone Number], or by mail.

If you are experiencing financial hardship, please contact our Customer Care Team immediately at [Insert Phone Number]. We may have options available to assist you in managing your balance.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Phone Number]

[Company Website]