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

[Date]

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

RE: NOTICE OF DELINQUENT ACCOUNT

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding your overdue account, [Account Number], which is currently past due in the amount of $[Total Amount Owed].

Our records indicate that the following invoice(s) remain unpaid:

- Invoice #[Number] - [Date] - $[Amount]
- Invoice #[Number] - [Date] - $[Amount]

We have attempted to contact you on several occasions regarding this balance, but we have not yet received payment. Please remit the full balance of $[Total Amount Owed] by [Deadline Date] to bring your account into good standing.

Payment can be made via [Payment Method: Check, Bank Transfer, Online Portal].

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office immediately at [Phone Number].

Failure to settle this debt or contact us by [Deadline Date] may result in further action, including the suspension of services or the referral of this account to a collections agency.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]