

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

[Date]

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

Subject: Notice of Overdue Payment - Account #[Account Number]

Dear [Customer Name],

This is a friendly reminder that your account is currently past due. According to our records, we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Total Amount Due: \$[Amount]

We understand that delays can happen. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the outstanding balance at your earliest convenience.

Payment can be made via [List Payment Methods, e.g., online portal, check, or bank transfer].

If you are experiencing any issues with your account or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]