

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

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that your account is currently past due. Our records indicate that 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]
- Amount Due: \$[Amount]
- Days Past Due: [Number]

If you have already sent your payment, please disregard this notice. If not, please remit the outstanding balance immediately to ensure your account remains in good standing.

You may complete your payment via [Payment Method: Online Portal/Check/Bank Transfer].

If you are experiencing any difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

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