

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: IMMEDIATE ATTENTION REQUIRED - PAST DUE ACCOUNT

Dear [Customer Name],

Our records indicate that your account is currently past due. Despite previous reminders, we have not yet received payment for the following invoice(s):

Invoice Number: [Invoice #]

Invoice Date: [Date]

Amount Due: \$[Amount]

Days Past Due: [Number]

We value your business and would like to help you bring your account back into good standing. Please submit your payment immediately via [Payment Method] to avoid further collection actions or service interruptions.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]