

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

[Date]

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

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

Dear [Customer Name],

This is a formal reminder that your account is currently past due. Our records indicate that we have not yet received payment for the following invoice(s):

- Invoice #[Number] - Amount: \$[0.00] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[0.00] - Due Date: [Date]

Total Outstanding Balance: \$[Total Amount]

We request that you remit payment immediately to bring your account up to date. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding these invoices, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Please be advised that failure to settle this balance within [Number] days may result in a disruption of services or further collection actions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Title]
[Company Name]