

[Bank Name]  
[Department]  
[Bank Address]  
[City, State, Zip Code]

[Date]

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

**RE: Notice of Overdue Payment - Account Number: [Account Number]**

Dear [Customer Name],

This letter is to inform you that we have not yet received your payment for the above-referenced account, which was due on [Due Date].

As of today, your account shows an overdue balance of \$[Amount]. This total includes the following:

- Past Due Principal: \$[Amount]
- Late Fees: \$[Amount]
- Interest Charges: \$[Amount]

Please submit your payment immediately to bring your account up to date. You can make a payment through our online banking portal, by phone at [Phone Number], or by visiting any of our local branches.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and are unable to make this payment, please contact our collections department at [Phone Number] to discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]  
[Title]  
[Bank Name]