

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

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

**RE: NOTICE OF OVERDUE ACCOUNT**

Account Number: [Account Number]  
Invoice Number(s): [Invoice Number(s)]  
Outstanding Balance: \$[Amount Due]

Dear [Customer Name],

According to our records, your account is currently past due. We have not yet received payment for the invoice(s) listed above, which reached the due date on [Original Due Date].

We understand that delays can occur. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the outstanding balance immediately to keep your account in good standing.

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

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

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Department]  
[Your Title]