

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

[Date]

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

Subject: Reminder - Past Due Account Balance

Dear [Customer Name],

This is a friendly reminder that your account with [Your Company Name] currently has an outstanding balance of \$[Amount]. This balance was due on [Due Date].

Our records indicate that we have not yet received payment for the following invoice(s):

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

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you settle this balance at your earliest convenience. You can make a payment via [Payment Methods: e.g., online portal, check, or bank transfer].

If you are experiencing any issues with your account 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 and for your continued business.

Sincerely,

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