

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Re: Notice of Past Due Payment - Account Number: [Account Number]**

Dear [Customer Name],

This is a reminder that your account is currently past due. Our records indicate that we have not yet received your payment that was due on [Due Date].

**Account Status:**

- Past Due Amount: \$[Amount]
- Late Fees (if applicable): \$[Fee Amount]
- Total Amount to Clear Arrears: \$[Total Amount]

We understand that sometimes payments can be overlooked. If you have already sent your payment, please disregard this notice. If not, please make a payment as soon as possible to bring your account up to date and avoid further late charges or impacts to your credit score.

**Payment Options:**

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you are experiencing financial hardship, please contact our Early Intervention Team at [Phone Number] between [Hours of Operation]. We are committed to working with you to find a manageable solution or payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Information]