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

[Date]

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

RE: NOTICE OF OVERDUE PAYMENT - [Account Number/Invoice Number]

Dear [Recipient Name],

This letter is to notify you that your account is currently in default for failure to make payment. According to our records, your balance of $[Amount] was due on [Due Date].

Please find the details of the outstanding amount below:

- Invoice Number: [Number]
- Invoice Date: [Date]
- Past Due Amount: $[Amount]
- Late Fees (if applicable): $[Amount]
- **Total Outstanding Balance: $[Total Amount]**

We request that you settle this balance immediately to avoid further action. You may make payment via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding this bill, please contact our billing department at [Phone Number] to discuss payment options.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]