

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

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

Subject: Account Status Update - Past Due Invoice #[Invoice Number]

Dear [Contact Name],

This letter is to inform you that your account is currently past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Total Amount Due: \$[Amount]
- Days Past Due: [Number]

We understand that delays can occur. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you remit the outstanding balance by [Date] to ensure your account remains in good standing.

Payment can be made via [Payment Method/Link].

If you are experiencing any issues regarding this invoice or if you would like to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]