

Subject: ACTION REQUIRED: Past Due Account - [Account Number]

Dear [Customer Name],

This letter is to notify you that your account is currently past due. Our records indicate an outstanding balance of \$[Amount Due] which was due on [Date].

To keep your account in good standing, please submit your payment immediately. You can pay via the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Mail: [Mailing Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Department]
[Phone Number]