

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

[Date]

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

**Subject: First Notice of Account Delinquency - Invoice #[Invoice Number]**

Dear [Customer Name],

This is a friendly reminder that your account with [Your Company Name] is currently past due. According to our records, we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

**Account Summary:**

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

We understand that oversights can happen. If you have already sent your payment, please disregard this notice. If not, please submit your payment as soon as possible via [Payment Method: e.g., online portal, check, or bank transfer].

If you are experiencing any issues with the payment process or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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