

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

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

Subject: Courtesy Reminder: Overdue Balance for Account #[Account Number]

Dear [Customer Name],

This is a friendly reminder that your account currently has an outstanding balance of \$[Amount]. Our records indicate that this payment was due on [Due Date] and is now past due.

We understand that sometimes invoices can be overlooked. If you have already sent your payment, please disregard this notice and thank you for your business.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Payment Method 1], [Payment Method 2], or by visiting our online portal at [Website Link].

Included with this letter is a copy of the invoice for your reference. If you have any questions regarding this balance or if you are experiencing difficulties making the payment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Title]