

Date: [Insert Date]

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

Subject: Notice of Account Arrears - Account No: [Insert Account Number]

Dear [Customer Name],

This letter is to inform you that your account is currently in arrears. According to our records, your payment for the period of [Insert Date Range] is overdue.

Account Summary:

- **Total Amount Overdue:** \$[Insert Amount]
- **Original Due Date:** [Insert Date]
- **Days Past Due:** [Insert Number]

We kindly request that you settle this outstanding balance immediately to avoid any disruption to your services or further late fees. If you have already made this payment, please disregard this notice.

Payment can be made via [Insert Payment Method, e.g., Online Portal, Bank Transfer, or Phone].

If you are experiencing financial difficulties and are unable to pay the full amount at this time, please contact our billing department at [Insert Phone Number] or [Insert Email Address] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Information]