

Subject: Action Required: Your subscription payment for [Company Name] is overdue

Dear [Customer Name],

We are reaching out because we haven't received the payment for your [Subscription Name] subscription, which was due on [Due Date].

To ensure your service remains uninterrupted, please update your payment information or complete the outstanding balance of [Amount Due].

How to pay:

- Log in to your account at: [Link to Billing Portal]
- Select 'Billing' and click 'Pay Now'

If you have already made this payment, please disregard this message. If you are experiencing any issues with the payment process, please reply to this email so we can assist you.

Thank you for being a valued subscriber.

Best regards,

[Your Name/Department]
[Company Name]