

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

[Date]

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

Subject: Reminder - Overdue Payment for Account #[Account Number]

Dear [Customer Name],

This is a friendly reminder that your account is currently past due. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Amount Due: \$[Amount]
- Days Past Due: [Number]

We understand that notices can sometimes be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, we kindly ask that you remit payment at your earliest convenience to keep your account in good standing.

You can make a payment via [Payment Method/Link] or by calling us at [Phone Number].

If you are experiencing any difficulties or have questions regarding this invoice, please contact our billing department so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]