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

[Date]

[Recipient Name]
[Recipient Title]
[Debtor Company Name]
[Address]
[City, State, Zip Code]

RE: FOLLOW-UP ON OVERDUE ACCOUNT - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter is a formal follow-up regarding your outstanding balance of $[Amount], which was due on [Original Due Date]. Our records indicate that we have not yet received payment or a response to our previous notice dated [Date of Previous Notice].

As a valued business partner, we would like to resolve this matter amicably. However, your account is now [Number] days past due. Continued delinquency may affect your credit standing with our company and result in the suspension of future orders or services.

Please remit the full payment of $[Amount] by [Deadline Date] via [Payment Method: e.g., Wire Transfer, ACH, Check].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a temporary payment plan, please contact our accounts department immediately at [Phone Number].

We look forward to receiving your payment promptly to restore your account to good standing.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]