

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

[Date]

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

RE: NOTICE OF OVERDUE PAYMENT

Dear [Debtor Name],

This letter serves as a formal notice regarding your outstanding balance with [Your Company Name]. Our records indicate that your account is currently past due.

Account Details:

- Account Number: [Account Number]
- Invoice Number(s): [Invoice Numbers]
- Total Amount Due: \$[Amount]
- Original Due Date: [Date]

We request that you make payment in full by [Deadline Date] to avoid further collection actions or potential impact on your credit rating. You can submit your payment via [Payment Method: Online/Check/Bank Transfer].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
Debt Collection Department
[Your Company Name]