

**Date:** [Current Date]

**To:**

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: NOTICE OF TOTAL PAST DUE AMOUNT**

Dear [Customer Name],

This letter is to inform you that your account is currently past due. Our records indicate that we have not received payment for the following outstanding invoices:

<b>Invoice Number</b>	<b>Due Date</b>	<b>Amount Due</b>
[Invoice #1]	[Date]	[\$[Amount]]
[Invoice #2]	[Date]	[\$[Amount]]
<b>TOTAL PAST DUE:</b>		<b>[\$[Total Amount]]</b>

Please remit the total payment of **[\$[Total Amount]]** by [Due Date] to bring your account up to date. You can make your payment via [Payment Method: Credit Card, Check, Online Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding these charges, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Company Phone Number]