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

[Date]

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

RE: Notice of Delinquent Account - Account #[Account Number]

Dear [Customer Name],

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

Account Summary:

- Invoice Date: [Date]
- Invoice Amount: $[Amount]
- Balance Due: $[Amount]

We understand that payment delays can happen. If you have already sent your payment, please disregard this notice. If not, we kindly ask that you remit the outstanding balance at your earliest convenience to keep your account in good standing.

Payment can be made via [Payment Methods: e.g., online portal, check, or phone].

If you have any questions regarding this balance or if you are experiencing difficulties that prevent payment, please contact our billing department at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]