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

[Date]

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

Subject: Notice of Past Due Account - Account #[Account Number]

Dear [Customer Name],

This letter 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:
Outstanding Balance: $[Amount Due]
Original Due Date: [Due Date]

If you have already sent your payment, please disregard this notice and accept our thanks. If you have not yet made a payment, please do so at your earliest convenience to keep your account in good standing.

You may submit your payment via [Payment Methods: Online Portal/Phone/Mail].

If you are experiencing financial difficulties or have questions regarding this balance, please contact our billing department at [Phone Number] so we can discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]