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

[Date]

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

Subject: FIRST NOTICE - NOTICE OF PAST DUE ACCOUNT

Dear [Debtor Name],

This letter is to formally notify you that your account is now past due. Our records indicate that we have not received payment for the following invoice(s):

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

We understand that oversight can happen. If you have already sent your payment, please disregard this notice. Otherwise, please remit the total outstanding balance of $[Total Amount] by [Deadline Date] to bring your account up to date.

Payment can be made via [Payment Methods, e.g., Check, Bank Transfer, Online Portal].

If you are experiencing financial difficulties or believe there is an error regarding this balance, please contact us immediately at [Phone Number] so we can resolve this matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]