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

[Date]

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

Subject: Notice of Overdue Account - Invoice #[Invoice Number]

Dear [Customer Name],

This is a friendly reminder that your account currently shows an outstanding balance of $[Amount]. According to our records, this payment was due on [Due Date] and is now overdue.

It is possible that the payment has already been sent or was simply overlooked. If you have already made the payment, please disregard this notice.

Otherwise, please arrange for payment as soon as possible. You can pay via [Payment Method: e.g., Bank Transfer, Credit Card, Portal]. For your convenience, a copy of the original invoice is attached to this letter.

If you are experiencing any issues or have questions regarding this statement, please contact our accounts department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Title]