

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

[Date]

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

Re: Account Number [Account Number]

Dear [Customer Name],

This letter is to inform you that your account is now 30 days past due. According to our records, we have not yet received your payment for the billing period ending [Date].

Account Summary:

Past Due Amount: \$[Amount]

Late Fees: \$[Amount]

Total Amount Due: \$[Total Amount]

Please submit your payment immediately to bring your account back to good standing. You can pay online at [Website URL], by phone at [Phone Number], or by mailing a check using the enclosed envelope.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding your balance, please contact our customer service department as soon as possible so we can discuss payment options.

Sincerely,

[Name/Department]
[Company Name]