

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

[Date]

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

RE: FIRST NOTICE - NOTICE OF OVERDUE PAYMENT

Dear [Customer Name],

This letter is to inform you that your account is now thirty (30) days past due. Our records indicate that an outstanding balance of \$[Amount Due] remains unpaid for Invoice #[Invoice Number], which was due on [Due Date].

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

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Balance Due: \$[Amount Due]
- Days Past Due: 30

You may submit your payment via [Payment Method: e.g., online portal, check, or bank transfer].

If you are experiencing any difficulties making this payment or if there is a discrepancy with the invoice, please contact our billing department at [Phone Number] or [Email Address] so we can resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]