

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

[Date]

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

**RE: Notice of Overdue Account - 30 Days Past Due**

Dear [Customer Name],

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

We sent a previous reminder regarding this balance but have not yet received payment. We value your business and would like to help you clear this matter. If you have already sent your payment, please disregard this notice.

Please submit your payment of \$[Amount] immediately via [Accepted Payment Methods].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]