

[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 thirty (30) days past due. According to our records, a balance of \$[Amount] remains unpaid from your statement dated [Statement Date].

We value your business and understand that payments can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, please remit the full balance immediately to ensure your account remains in good standing.

You can make a payment through the following methods:

- Online at [Website URL]
- By phone at [Phone Number]
- By mail using the enclosed envelope

If you are experiencing financial difficulties or have questions regarding your statement, please contact our billing department as soon as possible so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Phone Number]