

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

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

RE: URGENT NOTICE - ACCOUNT PAST DUE

Dear [Customer Name],

This letter is a formal notification that your account is now **30 days past due**. Despite previous reminders, we have not yet received payment for the outstanding balance listed below.

Account Summary:

Invoice Number: [Invoice #]
Invoice Date: [Date]
Total Amount Due: \$[Amount]
Due Date: [Original Due Date]

We value your business and wish to help you maintain a good credit standing with us. Please submit your payment immediately to avoid further collection actions or potential service interruptions.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] today so we can discuss payment options.

You can make your payment via [Payment Method: Online Link, Check, Phone].

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Signature]
[Your Title]