

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: NOTICE OF DELINQUENT ACCOUNT - [Account Number]

Dear [Customer Name],

This letter is to inform you that your account for [Software Product Name] is currently past due. Our records indicate an outstanding balance of \$[Amount] which was due on [Due Date].

To ensure uninterrupted access to your software and data, please remit payment immediately. You can update your payment information or pay your balance through your customer portal at [URL] or by calling [Phone Number].

Account Summary:

- Invoice Number: [Invoice #]
- Days Overdue: [Number]
- Total Balance: \$[Amount]

Please note that failure to settle this balance by [Date] may result in a temporary suspension of your subscription services. Once the account is brought current, full access will be restored.

If you have already sent your payment, please disregard this notice. If you have any questions or believe there is an error, please contact our billing department at [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]