

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

[Date]

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

RE: PAST DUE NOTICE - Account #[Account Number]

Dear [Customer Name],

This notice is to inform you that your account is currently past due. Our records indicate that we have not received payment for your most recent statement dated [Original Invoice Date].

As a result of this delay, a late fee of \$[Late Fee Amount] has been assessed to your account in accordance with our terms of service. Your updated balance is provided below:

- **Past Due Amount:** \$[Amount]
- **Late Fee Assessment:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

Please submit your payment immediately to avoid further late fees or potential disruptions to your account. You may pay via [Payment Method: Online Portal/Phone/Mail].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance or if you are experiencing financial hardship, please contact our billing department at [Phone Number].

Sincerely,

[Sender Name/Department]
[Company Name]