

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

[Date]

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

Subject: FIRST NOTICE - Past Due Account and Late Fee Assessment

Dear [Customer Name],

This letter is to inform you that your account is currently past due. According to our records, we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

As per our payment terms, a late fee of \$[Late Fee Amount] has been assessed to your account. Your updated balance is now as follows:

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

Please submit your payment immediately to bring your account back into good standing. You can pay via [Mention Payment Methods, e.g., online portal, check, or bank transfer].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]