

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Payment for Account #[Account Number]

Dear [Customer Name],

This is a friendly reminder that your account currently shows an outstanding balance of \$[Amount] which is now past due. We value your business and understand that sometimes unexpected financial situations can arise.

If you are unable to pay the full balance at this time, we would like to offer you a flexible payment plan to help you get back on track. We are happy to discuss an arrangement that fits your current budget.

Please contact our billing department at [Phone Number] or reply to this email by [Date] so we can set up a plan that works for you. If you have already sent your payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]