

[Company Name]  
[Billing Department]  
[Company Address]  
[City, State, Zip Code]

[Date]

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

**RE: Notice of Overdue Balance - Account Number: [Account Number]**

Dear [Customer Name],

This is a friendly reminder that your telecommunications account currently has an outstanding balance of \$[Amount Due]. According to our records, this payment was due on [Due Date] and is now past due.

If you have already sent your payment, please disregard this notice. If you have not yet made a payment, please do so as soon as possible to ensure your services remain uninterrupted.

**Payment Details:**

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

You can make a payment through the following methods:

- Online: [Link to Payment Portal]
- Phone: [Customer Service Number]
- Mail: Please send a check to the address listed at the top of this letter.

If you are experiencing financial difficulties or have questions regarding your bill, please contact our billing department at [Phone Number] or [Email Address] so we can discuss payment options.

Thank you for your prompt attention to this matter and for being a valued customer.

Sincerely,

[Sender Name/Department Name]  
[Company Name]