

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

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

**Account Number:** [Insert Account Number]

**Subject:** Overdue Payment Reminder for Internet and Cable Services

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for your latest internet and cable services invoice. Our records show that your account currently has an outstanding balance of **[\$Amount Due]**, which was due on **[Due Date]**.

To avoid any potential service interruptions or late fees, please submit your payment as soon as possible. You can pay your bill through any of the following methods:

- Online via our website at [Website Link]
- By phone at [Phone Number]
- By mail using the enclosed envelope

If you have already made this payment, please disregard this letter. If you are experiencing difficulties making a payment or have questions regarding your bill, please contact our customer support team immediately.

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

Sincerely,

[Your Name/Department Name]  
[Your Company Name]