[Current Date]

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

Subject: Notice Regarding Account [Account Number]

Dear [Customer Name],

This is a reminder regarding the outstanding balance of $[Amount] on your account. According to our records, this amount is currently past due.

If you have already sent your payment or settled this account within the last few days, please disregard this notice. We appreciate your prompt attention to this matter, and no further action is required on your part.

If you have not yet made the payment, please do so by [Due Date] to keep your account in good standing. You can pay via [Payment Method/Link].

If you believe there is an error or have any questions, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Your Name/Company Name]
[Contact Information]