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

[Date]

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

Subject: NOTICE OF PAST DUE BALANCE

Dear [Recipient Name],

This letter is to inform you that your account is currently past due. According to our records, we have not received payment for the following invoice(s):

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

Please remit the total outstanding balance of **$[Amount]** by [Payment Due Date] to bring your account back to good standing.

Payments can be made via [Payment Method: Online Portal/Check/Bank Transfer].

If you have already sent your payment, please disregard this notice. If there is an error regarding this balance, or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] so we can discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Title]
[Your Company Name]