

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

[Date]

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

Subject: Courtesy Notice - Overdue Account Balance

Dear [Customer Name],

This is a courtesy reminder regarding your account, [Account Number]. Our records indicate that there is an outstanding balance of \$[Amount] which was due on [Due Date].

We understand that life can get busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via the following methods:

- Online at: [Website URL]
- By Phone: [Phone Number]
- By Mail: Send check to the address listed above

If you are experiencing any difficulties making this payment or have questions regarding your invoice, please contact our billing department as soon as possible so we can assist you.

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

Sincerely,

[Your Name/Department]
[Your Company Name]