

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Payment Notification

We hope this letter finds you well. We are writing to inform you that your account with us is currently overdue. As of the date of this letter, the total outstanding balance is [Amount Due], which was originally due on [Due Date].

To maintain your account in good standing and avoid any disruptions in service, we kindly request that you make the necessary payment by [New Due Date]. For your convenience, you may make the payment via [Payment Methods].

If you have already made this payment, please disregard this notice.

Otherwise, we urge you to take prompt action to settle your account.

Should you have any questions or need further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Website, if applicable]