

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Overdue Account Notification

We hope this letter finds you well. Our records indicate that your account with us, [Account Number or Invoice Number], remains outstanding as of [Due Date]. As of today, the total amount overdue is [Amount Due]. We kindly request that you settle this payment at your earliest convenience. Please be aware that if payment is not received by [Final Deadline Date], we may have to take further action, which could include additional fees or referral to a collection agency.

Payment can be made via [list payment methods], and we look forward to resolving this matter promptly. If you have already sent your payment or believe this notice to be in error, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]