

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Payment Request for Past Due Account

Dear [Recipient Name],

I hope this message finds you well. We are writing to inform you that your account with us is currently past due. As of [insert date], the outstanding balance on your account is [insert amount].

For your convenience, here are the details of your past due charges:

- Invoice Number: [insert invoice number]
- Invoice Date: [insert invoice date]
- Due Date: [insert original due date]
- Amount Due: [insert amount]

We kindly request that you arrange for payment at your earliest convenience to avoid any further actions. Please feel free to reach out if you have already sent payment or if you have any questions regarding your account.

You can make the payment via [insert payment methods] to the following details:

[Insert payment details]

Thank you for your attention to this matter. We appreciate your prompt action.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]