

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Past Due Billing Notice

We hope this message finds you well. We are writing to inform you that your account with [Your Company Name] has a past due balance of [amount due] as of [due date].

It is important to address this matter promptly to avoid any disruption in your internet service. The details of your account are as follows:

- Account Number: [Account Number]

- Past Due Amount: [Amount]

- Payment Due Date: [Due Date]

We understand that oversights happen, and we encourage you to make payment as soon as possible. You can make a payment online at [website link], by phone at [phone number], or by mail to the address listed above.

If you have already made the payment, please disregard this notice. If you have any questions or require assistance regarding your account, feel free to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]