

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Past Due Reminder for Phone Bill

Dear [Recipient's Name],

I hope this message finds you well. This is a reminder that your phone bill for the month of [Month/Year] is currently past due. As of today, the outstanding amount is [Amount Due].

Please make the payment by [Payment Deadline] to avoid any late fees or service interruptions. You can make your payment online or by contacting our customer service team at [Customer Service Phone Number].

If you have already sent your payment, please disregard this notice. If you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]