

[Your Company Logo]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]

[Customer Name]
[Customer Address]
[City, State, ZIP Code]

Subject: Past Due Statement for Broadband Bill

Dear [Customer Name],

We hope this message finds you well. This is a reminder that your broadband bill is past due. Below are the details of your account:

****Account Number:**** [Account Number]

****Due Date:**** [Original Due Date]

****Past Due Amount:**** \$[Amount]

****Bill Breakdown:****

- Monthly Charges: \$[Monthly Charges]
- Late Fee: \$[Late Fee, if applicable]
- Total Amount Due: \$[Total Amount Due]

Please make your payment by [Final Payment Date] to avoid service interruption. You can pay your bill through our website at [Payment Link] or by contacting our customer service at [Customer Service Phone Number]. If you have already made your payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]