

# Notification of Overdue Credit Account

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your credit account with us is currently overdue. As of [Due Date], the outstanding balance is [Amount].

To avoid any late fees or further actions, please arrange for the payment of the overdue amount at your earliest convenience. You can make the payment using the following methods:

- Online payment via our website
- Direct bank transfer
- Cheques sent to our mailing address

If you have already made the payment, please disregard this notice. Should you have any questions or require assistance, do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]