

Payment Due Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

This is a reminder that your payment for your telecom services is now due. According to our records, the payment of \$[**Amount**] for your account [**Account Number**] was due on [**Due Date**].

Please make your payment by [**New Due Date**] to avoid any late fees or disruption of services. You can make your payment through our website or by visiting any of our branches.

If you have already made your payment, please disregard this notice. If you have any questions or require assistance, feel free to contact our customer service at [Customer Service Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]