

Payment Overdue Notification

Dear [Customer Name],

We are writing to inform you that your payment for the telecom services rendered in [Billing Period] is overdue. Our records indicate that the amount of [Amount Due] was due on [Due Date].

To avoid any interruption in your service, please make the payment at your earliest convenience. You can settle the outstanding amount through our website or by contacting our customer service.

If you have already made the payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]