

Overdue Bill Notice

Date: [Insert Date]

Dear [Customer's Name],

This is a reminder that your bill for [Service/Product] dated [Invoice Date] is overdue. The total amount due is [Amount Due].

To avoid any late fees, please ensure that payment is made by [New Due Date].

If you have already sent your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]