

Account Status Update

Dear [Customer Name],

We hope this message finds you well. This is a reminder regarding your account with us.

Your account, #[Account Number], currently shows an overdue payment of [Amount Due], which was due on [Due Date]. We understand that oversights happen, and we would like to assist you in resolving this matter.

Please make the payment by [New Due Date] to avoid any late fees or service interruptions. You can make a payment through our website or by contacting our customer service.

If you have already made the payment, please disregard this message. Should you have any questions or concerns, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]