

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Follow-Up on Delinquent Account**

Dear [Recipient's Name],

We hope this message finds you well. This letter is a follow-up regarding your account with us, which currently has an outstanding balance of [amount due]. As of [due date], this balance remains unpaid.

We understand that oversights can happen and want to work with you to resolve this matter. Please let us know if there are any issues preventing you from making this payment or if you would like to discuss possible payment arrangements.

To avoid any late fees or further action, we kindly ask that you remit payment by [new due date]. For your convenience, you can make your payment via [payment methods].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]