

Delinquent Balance Notification

Date: [Insert Date]

Account Holder Name: [Insert Name]

Account Number: [Insert Account Number]

Dear [Account Holder Name],

We are writing to inform you that your account with us is currently showing a delinquent balance. As of today, your outstanding balance is [Insert Balance Amount]. This amount is past the due date of [Insert Due Date].

We understand that circumstances may arise that can affect timely payments. Please consider this letter as a reminder to avoid any further late fees or potential impacts on your credit score.

Please remit payment as soon as possible to bring your account current. You can make a payment by [Insert Payment Methods]. If you have already made the payment, please contact us to verify the status of your account.

If you have any questions or concerns regarding your account, feel free to reach out to our customer service at [Insert Phone Number] or [Insert Email Address]. We are here to help you.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]