

Overdue Account Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your account with us is currently overdue. As of today, your outstanding balance is [Insert Amount Due]. According to our records, the payment was due on [Insert Due Date].

We kindly ask that you remit the payment by [Insert New Due Date] to avoid any late fees or service interruptions. If you have already made the payment, please disregard this notice. Otherwise, please contact us at [Insert Contact Information] to discuss your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]