

Overdue Balance Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder that your account with us currently has an overdue balance of [Insert Amount].

Your prompt attention to this matter would be greatly appreciated. Please ensure that the payment is made by [Insert Due Date] to avoid any additional fees.

If you have already made the payment, please disregard this notice. If you have any questions regarding your account, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]