

Subject: Overdue Balance Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the overdue balance on your account with us, which currently stands at [Amount] and was due on [Due Date].

We understand that circumstances can sometimes lead to delays in payment, and we want to work with you to find a suitable resolution.

Please let us know if there are any issues or if you would like to discuss a possible payment plan. We value your partnership and are here to assist you.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]