

# Account Delinquency Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the current status of your account with us. As of today, your account is currently delinquent, with an outstanding balance of [insert amount] that is [insert number of days] days overdue.

We understand that unexpected circumstances can arise, and we are here to assist you. We encourage you to reach out to us to discuss your account and explore potential solutions.

Please contact us at [insert phone number] or [insert email address] at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]