

Account Status Update

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about the current status of your account with us.

As of [Date], your account shows an overdue balance of [Amount]. We want to remind you that this balance was due on [Due Date].

To avoid any late fees or further action, we kindly ask you to settle this balance at your earliest convenience.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]