

Overdue Account Grievance Letter

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are writing to bring to your attention the current status of your account with us. As of [Insert Date], our records indicate that your account is overdue by [Insert Amount] due to the invoice dated [Insert Invoice Date], which has not yet been settled.

We understand that oversights can happen and wish to resolve this matter amicably. We kindly ask you to review your records and provide any relevant information regarding this outstanding balance. If you have already made the payment, please provide us with the payment details to update our records accordingly.

If you are experiencing difficulties that are preventing you from settling this account, we would be happy to discuss this with you and explore possible solutions.

We appreciate your prompt attention to this matter and look forward to hearing from you soon. Please feel free to reach out to us at [Insert Contact Information] or [Insert Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]