

Overdue Account Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As a valued partner in our mission at [Non-Profit Organization Name], we appreciate your ongoing support. However, we have noticed that your account with us currently has an overdue balance of [Insert Amount] that was due on [Insert Due Date].

We understand that oversights can happen, and we would like to work with you to resolve this matter. The funds are crucial for our programs, and your timely contribution would greatly assist us in continuing our work.

Please let us know how you wish to proceed regarding this overdue balance. If you have already sent your payment, please disregard this notice. Otherwise, we kindly request that you remit your payment by [Insert New Due Date] or contact us to discuss any difficulties you may be experiencing.

Thank you for your attention to this matter and for your commitment to [Non-Profit Organization Name]. We value your partnership and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]