

Account Status Update

Dear [Customer's 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], our records indicate that there are outstanding payments totaling [Amount] that have not yet been received. This has resulted in a late payment status for your account.

We understand that oversights can occur, and we encourage you to review your account details. Please find the necessary payment options included below:

- Online Payment: [Link to Payment Portal]
- Phone Payment: [Contact Number]
- Mail Payment: [Mailing Address]

If you have already made the payment, please disregard this notice. Otherwise, we kindly ask you to address this matter at your earliest convenience to avoid additional fees or service interruptions.

Should you have any questions or require assistance, feel free to contact our customer service team at [Customer Service Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]