

# **Subject: Inquiry Regarding Overdue Bills**

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention an important matter regarding your account with us.

As of today, our records indicate that there are some overdue bills totaling [Insert Amount] that remain unpaid. We understand that oversights can occur, and we would like to assess your interest in addressing these overdue payments.

Please let us know if you have any questions or if there are any circumstances you would like to discuss regarding these bills. Your prompt response will help us both to resolve this matter efficiently.

Thank you for your attention to this important issue. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]