

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out regarding your account with us that is currently overdue. As of [insert date], the outstanding balance is [insert amount].

We understand that circumstances can sometimes lead to delays in payment. Therefore, we would like to work with you to find a suitable resolution for settling this account.

Please let us know if there are any issues preventing you from making the payment, or if you would like to discuss a possible payment arrangement. We value your business and hope to continue our relationship on a positive note.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]