

Notification of Overdue Bill

Dear [Customer Name],

We hope this message finds you well. This is a reminder that your payment for invoice #[Invoice Number] dated [Invoice Date] in the amount of [Invoice Amount] is now overdue. As of today, the total amount outstanding is [Total Amount].

Please arrange for payment at your earliest convenience to avoid any late fees. If you have already sent your payment, please disregard this notice.

If you have any questions regarding your account or the payment process, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

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