

Account Status Update

Dear [Customer Name],

We hope this message finds you well. We are writing to update you on the status of your account with us.

As of [Current Date], we have noted that your account shows late payments for the following periods:

- Invoice #[Invoice Number] due on [Due Date]
- Invoice #[Invoice Number] due on [Due Date]

Please note that a late fee of [Amount] has been applied to your account. We encourage you to make the necessary payments at your earliest convenience to avoid further charges.

If you have already made payment or believe this is an error, please contact our billing department at [Contact Information] as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]