

Dear [Client's Name],

I hope this message finds you well. I am writing to gently remind you that your account with us shows a past due balance of [amount] which was due on [due date].

We understand that oversights happen, and we would greatly appreciate your attention to this matter at your earliest convenience. If you have already made this payment, please disregard this message.

If you have any questions or concerns regarding this balance, please feel free to reach out to me directly. We value your relationship and appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]