

Subject: Response to Overdue Account Reminder

Dear [Recipient's Name],

Thank you for your reminder regarding the overdue balance on my account. I apologize for the delay in payment and any inconvenience it may have caused.

I would like to confirm that I am in the process of arranging the payment, and I expect to have the outstanding amount settled by [Insert Date]. If there are any additional fees or consequences, please let me know.

Thank you for your understanding and patience in this matter. If you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]