

Complaint Regarding Overdue Payment Notifications

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the repeated notifications I have received regarding overdue payments on my account [Account Number]. Despite my timely submissions, I have been receiving these notifications, which is both confusing and distressing.

On [dates of notifications], I received notices indicating that my payment was overdue. However, I had submitted my payments on [dates of payments]. It is concerning that I have not received any acknowledgment of my completed payments.

I kindly request an immediate review of my account status and clarification regarding these notifications. I expect a prompt resolution to this matter and an assurance that my account will be adjusted accordingly.

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

Sincerely,
[Your Name]