

[Sender Complete Address]

[Date]

[Name of Recipient]
[Complete Address]

Dear Sir/Madam,

This letter is to formally remind you that the payment you owe on this account [Account] is long overdue. The amount is supposed to be paid on [Date]. We urge you to settle this immediately or face further penalties. You may see the enclosed statement of your account for your reference.

Please contact our office if you would like to make any payment arrangements, given you can't make full payments as of this moment. If you have any inquiries or anything you need help with, don't hesitate to call us immediately.

Kindly disregard this reminder if payment has already been made. Your prompt attention to this matter is highly appreciated.

Sincerely,

[Name and Signature]
[Designation]
[Contact Details]

