



[Sender Complete Address]

[Date]

[Name of Recipient]
[Complete Address]

Dear Sir/Madam,

This letter is to inform you that your account balance of [Amount] is overdue as of [Date]. Please see the enclosed statement of your account for your reference. We urge you to settle this balance immediately to avoid future complications.

If you are not capable of making full payment as of this moment, please contact our office to make a payment arrangement that is mutually acceptable.

Your prompt attention regarding this matter is highly appreciated. If you have any questions and inquiries, please contact us as soon as possible.

If this account has recently been settled, please disregard this reminder completely and accept our thanks.

Regards,

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

