

Overdue Balance Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

This letter is being written to give you a friendly notice that your account with us is past due. Our records currently indicate that you have a total outstanding balance of \$_____ that has not been paid in a timely manner.

Please let us know the status of your payment as soon as possible and if you have any questions contact us anytime at your convenience. If you have already sent us your payment please disregard this friendly reminder.

Thank you for your timely attention to this notice and your business.

Best regards,
[Your Signature]