[Name of Recipient]

[Address of the Recipient]

Date:

**Subject: Balance Overdue Reminder**

Dear Mr. / Mrs. [Name of the Recipient],

This is to remind you that your account balance of [mention Amount] is currently overdue. The account became overdue at [mention Date]. The details of the overdue amount are:

[Mention Details of the Overdue Amount]

So it is requested to pay the outstanding amount as soon as possible. You can also make payments via online transfer or through a debit or credit card. The details of our bank account are:

[Mention Bank Account Details]

Feel free to contact us via the given below contact details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]