*Dear Mr. Smith,*

*This is just a friendly reminder that your account is past due. According to our records your balance of $842.25 is currently X days past due.  We have emailed a detailed copy of your account statements. In the event you have not received these messages and documents, we have provided a summary of your account below.*

* *Invoice number:*
* *Invoice Date:*
* *Amount:*
* *Due Date:*
* *Days past due:*
* *Description:*

*We would much appreciate if you could let us know the status of this payment. Please contact us or send your payment of $573.25 to the address below by April 16, 2015 if you have not already done so.*

*XYZ Company*