[Company Name]

[Address Line 1]
[City, State, Zip]

OVERDUE NOTICE

Date: [Current Date]

Bill To:

[Customer Name]
[Customer Address]
[Email/Phone]

Invoice Details:

Invoice #: [000000]
Original Date: [Date]
Due Date: [Date]

Dear [Customer Name],

This is a friendly courtesy reminder that your account currently shows an outstanding balance. If you have already sent your payment, please disregard this notice.

Description	Days Overdue	Amount
Invoice [000000] - [Service/Product Name]	[Number] Days	$0.00

Total Outstanding: $0.00

Payment Methods: [List Methods, e.g., Bank Transfer, Credit Card, Check]

If you have any questions regarding this invoice or require assistance with payment arrangements, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your business.