**Pay Due Reminder Notice [Sample]**

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Customer,

It is to remind you that your account is still past due with an amount of $ [AMOUNT].

A short time ago, we sent you a statement regarding your due payment on which we did not receive any response from you. Kindly, submit your payment as early as possible.

We find your failure to pay the due amount as the violation and breaching of our credit agreement terms. We shall be compelled to suspend your account if you do not receive the payment in the next seven days. It will be unlikely to reactivate credit terms on your account once its get suspended by our company.

We truly hope you will submit your due payment in full.

Regards,

[Company Name]