

We at [[Your Company Name]] appreciate your business. However, our records show that your account ([[Customer's Account Number]]) is overdue in the amount of £[[Amount Due]]. We understand that mistakes happen and sometimes payments are overlooked. However, it is important that we receive your payment within 30 days. If you cannot meet this deadline, please call our credit manager, [[Contact Name]], at [[Contact Phone Number]] as soon as possible.

Thank you for rewarding our trust in you by sending your payment. If you have already sent it, please accept our gratitude.