

# Customer Statement – Overdue Account Reminder

Use this **customer statement template** to effectively remind clients about their overdue accounts. It clearly outlines outstanding balances and payment due dates, promoting timely settlements. This template helps maintain professional communication and improves cash flow management.

**Date:** [Insert Date]

**To:** [Customer Name or Company]

**Account Number:** [Account #]

Invoice Number	Invoice Date	Due Date	Outstanding Amount	Status
[Invoice #]	[mm/dd/yyyy]	[mm/dd/yyyy]	[\$[Amount]]	Overdue
Total Overdue:			[\$[Total Amount]]	

Please settle the outstanding amount by the earliest possible date to avoid further interest or suspension of services. If you have already made the payment, kindly disregard this notice.

If you have any questions regarding your account or require support, please contact our accounts department at [Contact Information].

Thank you for your attention to this matter.