

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: NOTICE OF OVERDUE PAYMENT - 30 DAYS PAST DUE**

Dear [Debtor Name],

This letter is a formal reminder that your account is now 30 days past due. According to our records, we have not yet received payment for the following invoice(s):

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Original Due Date:** [Date]
- **Total Amount Due:** \$[Amount]

We previously sent a reminder regarding this balance, but it remains unpaid. We value your business and understand that delays can occur. However, we request that you clear this balance immediately to keep your account in good standing.

Please remit payment via [Payment Method: e.g., Check, Credit Card, Bank Transfer] by no later than [Date].

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties, please contact us at [Phone Number] so we can discuss a potential payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]