

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

[Date]

[Contact Name]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

Subject: NOTICE OF OVERDUE ACCOUNT - Invoice #[Invoice Number]

Dear [Contact Name],

This letter is to inform you that your account is now thirty (30) days past due. Our records indicate that a balance of \$[Amount] remains unpaid for Invoice #[Invoice Number], which was due on [Due Date].

We value your business and understand that payment delays can occur. However, we request that you settle this outstanding balance immediately to keep your account in good standing. A copy of the original invoice is enclosed for your reference.

Please submit your payment via [Payment Method: e.g., Check, Credit Card, Wire Transfer]. If payment has already been sent, please disregard this notice.

If you are experiencing any issues regarding this invoice or need to discuss a payment plan, please contact our accounts receivable department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]