

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

[Date]

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

RE: NOTICE OF OVERDUE PAYMENT - ACCOUNT #[Account Number]

Dear [Contact Name],

This letter is a formal reminder that your account is now 30 days past due. Our records indicate an outstanding balance of \$[Amount] for the following invoice(s):

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

We value your business and understand that delays can occur. However, we have not yet received payment or a notification regarding any disputes for these charges. To maintain your account in good standing and avoid potential service interruptions or late fees, please remit payment immediately.

Payment can be made via [Payment Method: ACH/Check/Credit Card/Portal Link].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or have questions regarding these invoices, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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