

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

This letter is to inform you that your account is now 30 days past due. Our records indicate that we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date].

Account Summary:

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

We requested payment previously, but the balance remains outstanding. Please remit payment immediately via [Payment Method: Credit Card/Check/Bank Transfer].

If you have already sent your payment, please disregard this notice. If there is a reason for the delay or if you have questions regarding the invoice, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]