

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Past Due Notice - Invoice #[Invoice Number]

Dear [Customer Name],

This is a friendly reminder that your account is currently past due. Our records show that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

According to our payment terms, a late fee of \$[Late Fee Amount] has been assessed to your account. Your new total balance due is \$[Total Balance].

Account Summary:

- Original Invoice Amount: \$[Original Amount]
- Late Fee Assessment: \$[Late Fee Amount]
- Total Outstanding Balance: \$[Total Balance]

Please submit your payment as soon as possible to bring your account up to date. You can pay via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you have any questions regarding this invoice or are experiencing difficulties making a payment, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]