

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

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

RE: PAST DUE NOTICE - [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].

The outstanding balance for this invoice is \$[Original Amount].

Per our payment terms, a late fee of \$[Late Fee Amount] has been assessed to your account due to the delay in payment. The total amount now due is **\$[Total Amount Due]**.

Please submit your payment immediately to bring your account up to date. You can make a payment via [Payment Method: Credit Card, Bank Transfer, Check, etc.].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]