DATE: [Date]

TO:
[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF PAST DUE PAYMENT

Project: [Project Name/Contract Number]
Invoice Number: [Invoice #]
Amount Due: $[Amount]

Dear [Client Contact Name],

This letter is a friendly reminder that the payment for the above-referenced project is now past due. Our records indicate that Invoice #[Invoice #], issued on [Invoice Date], reached its due date on [Due Date] and remains unpaid.

We understand that administrative delays can occur. Please review your records and remit payment at your earliest convenience. If payment has already been sent, please disregard this notice.

For your convenience, I have attached a copy of the original invoice to this letter. We accept payment via [Payment Method: Check/ACH/Credit Card].

If there are any issues regarding the work performed or the billing details that are preventing payment, please contact me immediately at [Phone Number] or [Email Address] so we can resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Name of Representative]
[Company Name]
[Phone Number]