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

[Date]

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

RE: NOTICE OF PAST DUE REPAIR INVOICE

Dear [Tenant Name],

This letter is a formal reminder regarding the outstanding balance for repairs performed at [Property Address] on [Date of Repair].

As per the terms of your lease agreement, you were invoiced for the following repairs which were determined to be your responsibility:

- **Invoice Number:** [Invoice #]
- **Description of Work:** [Brief Description of Repair]
- **Original Due Date:** [Due Date]
- **Total Amount Due:** $[Amount]

Our records indicate that we have not yet received payment for this invoice. This balance is now [Number] days past due.

Please submit the full payment of $[Amount] by [New Deadline Date] to avoid further action or potential late fees as outlined in your lease. Payments can be made via [Accepted Payment Methods].

If you have already sent your payment, please disregard this notice. If you have any questions or believe there is an error regarding this charge, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]