Date:

Dear [Mr./Mrs. Last Name],

We are sending this letter as a reminder that your account payments are overdue in the amount of $[XX]. The invoice in question was due on (MM/DD/YY) and is currently [X] days overdue. The specifics of this invoice are listed below for your convenience:

Invoice Number:

Date:

Amount:

Description:

We understand that your failure to pay may be an oversight. Please make your payment no later than (MM/DD/YY) to avoid any penalty fees.

We accept checks, credit and debits cards and direct deposit payments. If you have any questions about how to make your payment, please call use at [phone number] or send us an email at [email address].

In the event that you are unable to pay by (MM/DD/YY), please call us at [phone number] so that we can determine a payment plan.

Thank you in advance for your response.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Name]

[Business name]