PAST DUE NOTICE LETTER

Account Number: ______________________ Invoice Number: ______________________

Customer Name: ______________________________________

Address: ______________________________________

Subject: Payment Past Due

Dear Customer,

Our records indicate that payment for the above referenced invoice(s) has not been received and is now past due. Prompt payment is important to maintain your account in good standing and avoid any potential service interruptions.

Please remit payment immediately to avoid any late fees or additional collection actions. If you have already sent payment, please disregard this notice and accept our thanks.

If you are experiencing financial difficulties or require assistance with your account, please contact our billing department as soon as possible to discuss payment options.

Detailed account information and outstanding balances are provided below for your reference. Please verify the accuracy of the information and contact us promptly with any questions or discrepancies.

Outstanding Invoice Details:

Invoice Number	Invoice Date	Due Date	Original Amount	Amount Due
________________	____________	________	______________	__________
________________	____________	________	______________	__________
________________	____________	________	______________	__________

Thank you for your immediate attention to this matter. Failure to remit payment or to contact us regarding your account may result in further collection activity, including referral to a collection agency or legal action, as permitted by applicable law.

We appreciate your business and look forward to resolving this matter promptly.

Sincerely,

Accounts Receivable Department

Company Name: ______________________________________

Contact Phone: ______________________________________

Contact Email: ______________________________________

Authorized Signature

Date

______________________________ ____________________