TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Overdue invoice letter

Hi **[Client Name]**,

It is a friendly reminder that your account is now overdue. According to our records, the amount of **[$]** is now three days past due. In case you did not receive an invoice, a copy is attached.

Here is your account summary:

Invoice Number: **[enter the number]**

Invoice Date: **[date of issue]**

Amount Due: **[due amount of payment]**

Due Date: **[due date for payment]**

Please send payment via check to the address listed below. Or you can pay by credit card through our website at **[link]**.

As previously discussed, our payment terms are 30 days from the date of issue. Late payments charge 5 percent per month overdue.

We appreciate your attention to this matter and look forward to working with you in the future.

Best,

**[Your Name]**

**[Address]**