TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Overdue invoice that's 3 weeks past due

Dear Stephanie,

I'm writing to inform you that I have not received payment for invoice number 66, which was due three weeks ago. I originally sent the invoice on August, and the total amount of $5,000 was due on August 30, 20XX. I'll attach a copy of this invoice below in case you need to update your records.

Please let me know if you have any questions about this invoice. Just as a reminder, I collect 3% interest for each day the invoice payment is overdue, starting 30 days after its due date. I'll call next week if I don't hear from you to ensure this email reaches you. Thank you for your time!

Best,

**[Signature]**

**[Your Name]**

**[Address]**