TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** 30-60 Days Past Due

Dear **[Client Name]**,

We’re writing to inform you that your account is now 30 days past due. The amount of $xyz was due on **[insert date]**. We sent you a past due notice on **[insert date]** and did not receive a reply.

This matter requires your urgent attention. Please send payment as soon as possible.

* Invoice Number: **[enter the number of invoices]**
* Invoice Date: **[insert date]**
* Invoice Total: **[total amount of invoice]**
* Current Amount Due: **[current amount to be paid]**
* Due Date: **[due date for payment]**

Our payment terms are 30 days from the date of issue, as established in our contract. Your account now has an additional late fee of 5 percent.

Please contact me immediately about when we can expect the payment. You can make payment via check to the address listed below or through our website **[link]**.

Sincerely,

**[Your Name]**

**[Address]**