**60 Days Past-Due**

Dear <Name>,

We’ve repeatedly communicated with you about the status of your account. Invoice number **<Invoice\_Num>** for **$<Invoice\_Total>,** dated **<Invoice\_Date>**, is now significantly past due.

Your immediate attention to this matter is required.

We value your business, but per our company’s credit policy, we will be forced to place you on credit hold if payment is not made within 5 days of this letter. If you’re unwilling or unable to pay the amount due within the next 30 days, we are forced to report this debt and begin a formal collections process.

Please contact **<AR\_Rep\_Name>** immediately to return your account to good standing by making a payment today. They can be reached at **<AR\_Rep\_Phone>** or **<AR\_Rep\_Email>.**

We accept check, credit card, ACH, and wire transfer and can accept your payment using multiple methods.

Businesses sometimes face unexpected challenges. If payment in full today is not possible, we will work with you to formulate a satisfactory payment plan.

Please give this matter the attention it deserves and contact us today.

Sincerely,

 <Signature>