Dear [Insert Name],

At this time we still have not heard from you in regards to invoice [Insert Invoice Number] which was due on [Insert Due Date] nor have we gotten a response to the letter sent on [Insert Date], the letter sent on [Insert Date], or our numerous attempts to call and email you. Your accounts is now [Insert Days Past Due] days past due and you owe a total of $[Insert Amount].

I regret to inform you that unless we receive payment in full by [Insert Date] or work out an agreed upon payment plan by this date, we will have to turn your invoice over to a collection agency and/or our attorney.

I hope to hear from you before this action must be taken to avoid damage to your credit rating or our future business relationship. Please contact me immediately at [Insert Phone Number] so we can get this matter settled.

Sincerely,

Insert Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_