**1-15 DAYS PAST DUE**

Hi [Client Name],

This is a friendly reminder that your account is now overdue. According to our records, the amount of $xx is now 7 days past due. In case the invoice wasn’t received, a copy is attached.

Here’s a summary of your account:

Invoice Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send payment via check to the address listed below. Or you can pay by credit card through our website at [www.your](http://www.your/)business.com.

As previously discussed, our payment terms are 30 days from the date of issue. Late payments are charged 3 percent per month overdue.

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

Best,

[You’re Name]

[Address]