**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 $xx 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Invoice Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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 3 percent.

Please contact me immediately about when we can expect the payment. Payment can be made via check to the address listed below or through our website at www.yourbusiness.com.

Sincerely,

You’re Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_