**90+ DAYS PAST DUE**

Dear [Client Name],

We require your urgent attention to resolve this situation. We contacted you on [insert dates] about your overdue invoice, with no reply. Your account is now 90 days overdue.

Please remit payment within 10 business days. If we do not receive payment by [insert date], we will immediately refer your account to a collection agency.

Immediate payment of [insert amount] will ensure this action won’t be taken.

Invoice Number:

Invoice Date:

Amount:

Current Amount Due:

Due Date:

Our payment terms are 30 days from the date of issue. Late fees are 3 percent per month. As your invoice is 90 days late, a 9 percent late fee has been added to the invoice total.

Please let us know immediately when you plan to send payment. Payment can be made by check to the address listed below or through our website at [www.your](http://www.your/)business.com.

Sincerely,

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

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