

Customer:
Company Name:
Address:
City:
State:
Zip Code:

Date:

RE: Invoice # _____ Amount Due: \$ _____

Dear _____,

It has come to our attention that payment has not yet been received for invoice # _____ in the amount of \$ _____. This invoice is now past due.

If you have any questions or need clarification regarding the order or the invoice, please contact us at your earliest convenience. We appreciate your business and value you as a customer.

If payment has already been sent, please disregard this notice. Otherwise, we look forward to receiving payment within the next few days.

Sincerely,
(Your Name)
(Company Name / Title)

(Company Logo)

Customer:
Company Name:
Address:
City:
State:
Zip Code:

Date:

RE: Invoice # _____ Amount: \$ _____

Dear _____,

Our records indicate that invoice # _____ in the amount of \$ _____ is
___ days past due. To keep your account in good standing, we must
receive payment within ___ days of the date of this letter.

We value your business and would appreciate prompt payment to bring
your account current.

Sincerely,
(Your Name)
(Company Name / Title)

(Company Logo)