Today’s Date

Dear Mr/Ms. Recipient Name

This is a friendly reminder that your account is past due in the amount of

$xx

. This

invoice was due on Exact date: Month/day/year and is currently # days past due. Listed

below are the specific details of the unpaid invoice & we have enclosed a copy for your convenience:

Invoice Number: Invoice # Invoice Date: mm/dd/yyyy Invoice Amount: $xx

Description of Services or products: brief description

We realize that this may be an oversight and would appreciate it if you would make your

payment no later than to mail your check.

Month/day/year

. Please use the enclosed postage paid envelope

We also accept debit/credit card payments. You can send an email to business email address and we will send you a payment link or give us a call at telephone number to make a payment over the phone.

If you are unable to make payment in full by

Month/day/year

, please give us a call at

telephone number

to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,

Include actual signature

Include your name in print and title