Today’s Date

Dear Mr./Ms. Recipient Name

This is a friendly reminder that your account is past due in the amount of 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 **Month/day/year**. Please use the enclosed postage paid envelope mail your check.

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 ae 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