**TEMPLATE   
 OVERDUE INVOICE LETTER**

[Your Company Name]

[ Your Name ]

[Your Contact Information ]  
  
  
[Date]  
  
  
[Customer Name]

[Customer Contact Information ]

Dear [Recipient],

For your convenience, I’m sending a quick reminder about invoice [#] that was due yesterday.

Please remit payment for [$] within [#] days to:

[Include all payment details, including how to pay online]

A [%] late fee will be assessed on the total amount due after [#] days of nonpayment.

I’ve enclosed a copy of the original invoice for your records. If you have any questions, please contact me at [phone number] or [email address].

Thank you for your business and cooperation!

Sincerely,

[Your Signature]