**TEMPLATE   
 OVERDUE INVOICE LETTER**

**[Your Company Name]**

**[ Your Name ]**

**[Your Contact Information ]**

**[Date]**

**[Customer Name]**

**[Customer Contact Information ]**

Dear **[Recipient],**

As you know, invoices are due **[#]** days after the invoice date, as set forth in our payment terms. Invoice **[#]** is now **[#]** days past due. A **[%]** late fee has been added to the original amount due, as mentioned in the previous letter.

I’ve enclosed a copy of the original invoice, which has been updated to show the new total amount due. **Please pay [$] ASAP to:**

**[Include all payment details]**

If you have any questions or wish to discuss a payment plan, please contact me at **[phone** **number]** or **[email address].**

Thank you for your business and your anticipated cooperation!

Sincerely,

**[Your Signature]**