**TEMPLATE   
 OVERDUE INVOICE LETTER**

**[Date]**

**[Customer Name]**

**[Customer Contact Information ]**

Dear **[Recipient]**,

This is your third and final notice that invoice **[#]** is now over 90 days past due. This is an urgent matter that needs your immediate attention. A **[%]** late fee has been added to the original amount due. Enclosed is a copy of the original invoice, updated to show the current total amount due.

**URGENT: Please pay [$] for invoice [#] TODAY. Send your payment IMMEDIATELY to:**

**[Include payment details]**

If you have any questions or wish to discuss a payment plan, please contact me at **[phone number]** or **[email address]**. If I don’t hear from you with **[#]** days, I’ll be forced to take legal action to ensure my rights for payment as a small business owner.

**Please don’t delay! Send payment or contact me TODAY!**

Sincerely,

**[Your Signature]**