**TEMPLATE   
 OVERDUE INVOICE LETTER**

Subject line: Overdue invoice **[Invoice Number Here]** for **[Product/Service Here]** due **[Due Date Here]** – URGENT

Hi **[Name],**

We require your urgent attention to resolve this issue. We contacted you on **[Date]** regarding your overdue invoice and still have not received payment. Please ensure that the invoice is paid within 10 business days, or we will refer your account to a collection agency. As discussed previously, our invoice terms are **[X]** days from date of issue and late fees are **[X]** percent per month. As your payment is 90 days late, a **[X]** percent late fee has been added. Please let us know when you intend to send payment.

Kind regards,

**[Name]**