

# Past Due Invoice

Customer Name - \_\_\_\_\_ Address 1 - \_\_\_\_\_  
Address 2 - \_\_\_\_\_  
City, State and Zip - \_\_\_\_\_ Telephone - \_\_\_\_\_

Date \_\_\_\_\_

Dear \_\_\_\_\_

This is just a friendly reminder that your account with us appears as past due. Our records indicate that you have a total outstanding balance of \$ \_\_\_\_\_ [TOTAL AMOUNT DUE] with the following invoice(s) overdue:

<b>Invoice #</b>	<b>Invoice Date</b>	<b>Due Date</b>	<b>Amount</b>	<b>Description</b>
_____	_____	_____	_____	_____

Total Due: \$ \_\_\_\_\_

We would much appreciate if you could let us know the status of this payment. Please do not hesitate to call us if you have any questions about the balance due on your account. If you have already sent us your payment, please disregard this reminder.

Thank you very much for your attention to this matter and your continued business.

Sincerely,

\_\_\_\_\_

Print Name \_\_\_\_\_  
COMPANY \_\_\_\_\_

\_\_\_\_\_