February 12, 2018

[NAME OF INDIVIDUAL]  
[COMPANY (IF ANY)]  
[ADDRESS 1]  
[ADDRESS 2]  
[CITY], [STATE] [ZIP]

**Re: PAST DUE INVOICE**

Dear [NAME OF INDIVIDUAL],

This is a friendly reminder that your account is past due. According to our records your balance of [$XXX.XX] is currently [X] days past due. We have emailed a detailed copy of your account statements. In the event you have not received these messages and documents, we have provided a summary of your account below.

* Invoice number: [XX]
* Invoice Date: [XX/XX/20XX]
* Amount: [$XXX.XX]
* Due Date: [XX/XX/20XX]
* Days past due: [XX]

We would much appreciate it if you could let us know the status of this payment. Please contact us or send your payment of [$XXX.XX] to the address below by [DATE] if you have not already done so.

[YOUR COMPANY]  
ATTN: [DEPARTMENT NAME]  
[STREET ADDRESS]

If there is some error or you are unable to pay at this time, please contact me at [PHONE NUMBER] or [EMAIL ADDRESS] so we can correct any errors or arrange for another payment plan. Thank you for your prompt response to this request and for your continued business.

Sincerely,  
[YOUR NAME]

[YOUR COMPANY]