

Your business name
Address
City, State, Zip
Telephone Number

Date

Customer name
Address
City, State, Zip

Dear Mr./Ms.

We sent a letter on _____ to inform you that your account is past due in the amount of _____. In addition, further attempts to reach you by telephone have been unsuccessful, which is why you are receiving this second notification.

This invoice was due on _____ and is currently _____ days past due. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:
Invoice Date:
Invoice Amount:
Description of Services or products:

We realize that this may be an oversight, and we would appreciate it if you would make your payment no later than _____. Please use the enclosed postage-paid envelope to mail your check.

We also accept debit/credit card payments. You can send an email to _____ and we will send you a payment link to process your payment. You may also give us a call at _____ to make a payment over the phone.

If you are unable to make payment in full by _____, please give us a call at _____ to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,