[CUSTOMER NAME]                                                                                                              
[CUSTOMER CONTACT]  
[CUSTOMER FULL ADDRESS]  
  
[DATE]  
  
Dear [CUSTOMER CONTACT],  
  
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 $[AMOUNT DUE] with the following invoice(s) overdue:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice #** | **Invoice Date** | **Due Date** | **Amount** | **Description** |
| [ INVOICE #] | [INVOICE DATE] | [DUE DATE] | [AMOUNT] | [DESCRIPTION] |

                                                    
TOTAL DUE: [AMOUNT 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,

[CONTACT PERSON AT THE COMPANY]  
[COMPANY NAME]  
[COMPANY TELEPHONE NUMBER]  
[COMPANY FULL ADDRESS]