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