

OVERDUE NOTICE

Date: _____

To:

Account Details:

Account No: _____
Payment Due: _____

SUBJECT: OUTSTANDING BALANCE NOTIFICATION - ACCOUNT _____

Dear

_____,

This letter is to notify you that your account has a past due balance that is currently overdue. According to our records, the outstanding invoices listed below remain unpaid.

Invoice Number	Invoice Date	Due Date	Days Overdue	Amount Due

Total Past Due:	
Late Fees / Interest:	
Total Balance Due:	

Please remit the outstanding payment immediately to bring your account up to date. If payment has already been sent, please disregard this notice and accept our thanks.

If you need to arrange a payment plan or if there are any discrepancies regarding this balance, please contact our billing department at

_____ or via email at _____.

Sincerely,

Authorized Representative
