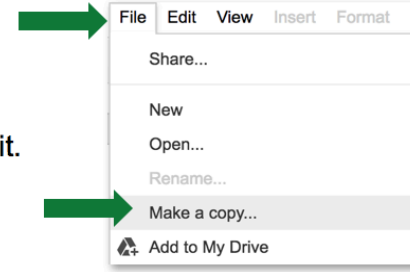


## How to use this template:

This is a view-only file and cannot be edited.

**Create your own copy** of this template to edit.

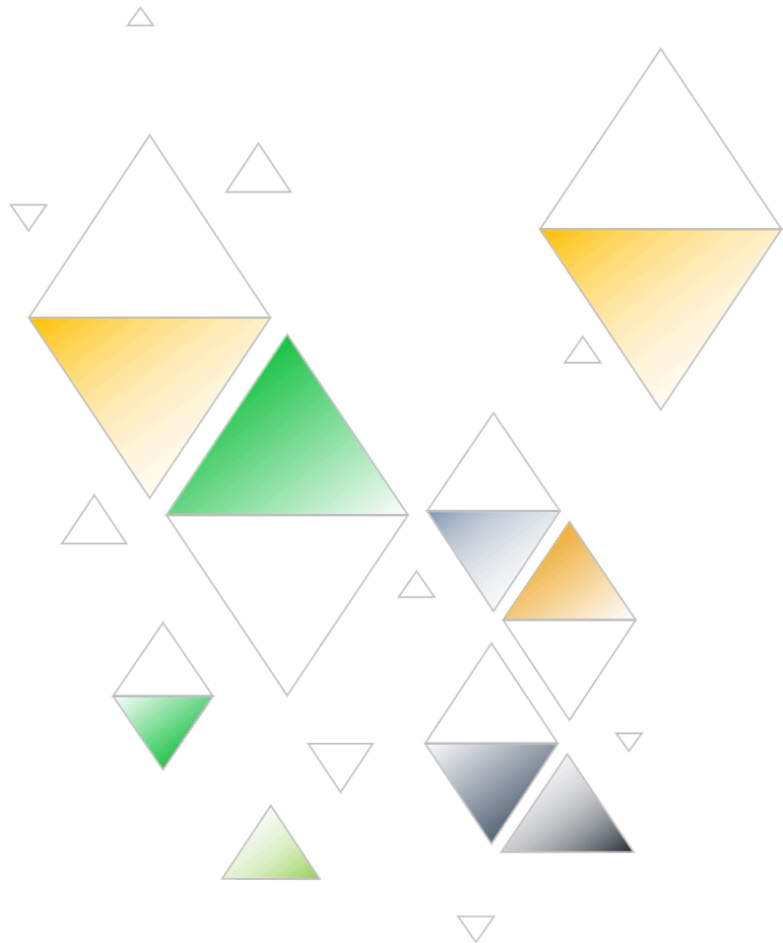
In the menu, click **File > Make a copy...**



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# PAST DUE INVOICE TEMPLATE

Template begins on page 2.



YOUR LOGO

PAST DUE INVOICE

Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

DATE OF NOTICE

INVOICE NO.

DATE DUE

AMOUNT

CUSTOMER NAME

ATTN: Name / Department  
Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

Dear \_\_\_\_\_,

Please accept this friendly reminder that your account with us appears to be past due. According to our records, an outstanding balance of \$\_\_\_\_\_ is overdue. Please see the description below.

DESCRIPTION

(Details of outstanding balance: Description of work/product, invoice number and date, date due, and amount)

We would request that you inform us of the status of this payment at your earliest convenience. Please contact us with any questions regarding your account balance due. If payment has already been remitted, please disregard this reminder.

Thank you for your attention to this matter. We greatly appreciate your continued business.

Sincerely,

(Point of contact)  
(Company Name)

Please make check payable to Your Company Name.

THANK YOU

For questions concerning this invoice, please contact

Name, (321) 456-7890, Email Address | [www.yourwebaddress.com](http://www.yourwebaddress.com)

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