

**PAST DUE INVOICE**

**[YOUR COMPANY NAME HERE]**company street address, City, State Zip Code  
Phone: 123-456-7890 | Fax: 123-444-5555  
Email: email@website.com

May 12, 2018  
  
Dear [Customer Name],

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 **[$1560.50]** with the following Invoices overdue.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice No.** | **Invoice Date** | **Due Date** | **Amount** | **Details** |
| INV123456 | Mar 10, 2048 | Apr 10, 2018 | $500 | Something about this invoice |
| INV123477 | Mar 20, 2048 | Apr 20, 2018 | $550 | Something about this invoice |
| INV333377 | Mar 28, 2048 | Apr 28, 2018 | $510 | Something about this invoice |

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 attentions to this matter and your continued business.

Sincerely,

**[Manager Name]**[Your Company Name Here]

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 Signature