

Past Due Invoice Letter

Dear _____,

This is a reminder that our record shows that you have a past due in your account. The total outstanding amount is _____ which will be applied to the invoices stated below.

To settle the outstanding balance, you may choose one of the following payment methods:

Payment by Check: Make your check payable to _____ and mail it to the Company address mentioned above.

Electronic Funds Transfer (EFT): You can make the payment directly to our bank account using the following details:

Bank Name:

Account Holder:

Account Number:

Routing Number:

Swift Code (if applicable):

Online Payment: Visit our website at _____ and log in to your account to make a secure online payment.

Please treat this matter with the utmost urgency, as further delay will force us to proceed with the collections process. Do not forget to reach out to us at _____ or via email at _____ and let us know immediately if the payment is made, so we can check and validate your payment to our records immediately to avoid service interruption.

Sincerely,
