

Serious, Firm Letter

Subject: Urgent: Payment Required for Past Due Invoice

Dear [Client Name],

This letter serves as a formal notice that Invoice #[Invoice Number], totaling [Amount], is now [Number of Days] days overdue. Immediate payment is required to avoid further action, including late fees or involvement of collection agencies.

Please remit the outstanding amount within [X] days or contact us to discuss any discrepancies.

Regards,

[Your Name]

[Company Name]

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