

Payment Collection Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you that your payment for invoice #[Invoice Number], dated [Invoice Date], is now overdue. According to our records, the total amount due is [Amount Due], which was due on [Due Date].

Please submit the payment immediately to avoid any late fees or service interruptions. You can make your payment via [Payment Methods]. If you have already sent your payment, please disregard this notice.

If you have any questions regarding this matter, please contact us at [Your Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone]