

# Notice of Overdue Receivables

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter is to formally notify you that your account with us is currently overdue. As of today, the total amount outstanding is [Insert Amount] for invoice #[Insert Invoice Number], which was due on [Insert Due Date].

We kindly request that you arrange for payment as soon as possible. If you have already sent payment, please disregard this notice and accept our gratitude.

If you have any questions regarding this matter or if you wish to discuss your account, please feel free to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your immediate attention to this matter and look forward to resolving it promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]