

Past Due Payment Collection Letter

October 10, 2050

Sebastian Davis

Cedar Drive, Apt 98

Rivertown, NY 10012

Subject: Past Due Payment Notification

Dear John Smith,

I hope this message finds you well. We are writing to inform you that your account with us is currently past due. Our records indicate that your payment of **\$1,250.00** for goods/services provided was due on **October 1, 2050**.

As of today, your account shows an outstanding balance. Please refer to the details below:

- **Invoice Number:** 98765
- **Original Due Date:** October 1, 2050
- **Outstanding Amount:** \$1,250.00
- **Late Fee (if applicable):** \$50.00

We kindly request that you remit your payment at your earliest convenience. You can pay using one of the following methods:

- **Check:** Payable to **[Your Company Name]**
- **Bank Transfer:** Account Name: **[Your Company Name]**; Account Number: 123456789; Bank: Tech City Bank; Routing Number: 987654321

If you have already sent your payment, please disregard this letter. Otherwise, we appreciate your immediate attention to this matter. Failure to address this outstanding balance may result in further action, including the involvement of a collection agency or legal proceedings.

If you have any questions regarding your account or require assistance with the payment process, please do not hesitate to contact us at **[Your Company Number]** or **[Your Company Email]**.

Thank you for your prompt attention to this matter.

Sincerely,

Past Due Invoices Letters

Carol S. Frischer



Past Due Invoices Letters:

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