



Past Due Invoice Templates

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TEMPLATE 1: CASUAL

Hi [Name of Client],

Oops! You missed your payment of [amount] for [invoice #]. Of course, we understand that life happens and payments can slip your mind.

To help you clear this up, we offer a few convenient ways to pay. You can pay online at [website] or give us a call at [phone number] to get everything squared away.

Thanks, and feel free to call with any questions or concerns.

The [Company Name] Team

TEMPLATE 2: SEMI-FORMAL

Dear [Name of Client],

It looks like we haven't received a payment for [invoice #], so your account is now past due. While our records show that you made a payment on [date] for [amount], you still have a balance due of [amount].

You can pay this amount by either calling us at [phone number] or by going online at [website]. Both options allow you to pay with a credit card.

Thanks,

[Company Name]

TEMPLATE 3: FORMAL

Dear [Name of Client],

This is a reminder that your payment of [amount] for [invoice #] is now overdue and requires immediate attention.

According to our records, payment was due on [date], which means that this invoice is now [days] past due. Please pay this amount at your earliest convenience by calling us at [phone number], or visiting us online at [website].

If you have already sent payment, please disregard this notice.

We appreciate your continued business and look forward to hearing from you shortly.

Yours sincerely,

[Company Name]