

# Invoice Unpaid Letter

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## John Doe

Doe Enterprises

1234 Elm Street

Springfield, IL 62701

john.doe@example.com

(555) 123-4567

August 7, 2024

## Jane Smith

Smith Supplies

5678 Oak Avenue

Springfield, IL 62702

Subject: Unpaid Invoice 45678

Dear Jane Smith,

I hope this letter finds you well. This is a reminder that the payment for the invoice 45678, issued on July 1, 2024, remains unpaid. As of today, the payment is 30 days overdue.

The details of the outstanding invoice are as follows:

- **Invoice Number:** 45678
- **Invoice Date:** July 1, 2024
- **Due Date:** July 31, 2024
- **Amount Due:** \$1,500

We kindly request you to process the payment at your earliest convenience to avoid any late fees or disruptions in our services. You can make the payment through the following methods:

- Bank Transfer: Account Number 12345678, Bank Name: Springfield Bank
- Check: Payable to Doe Enterprises, sent to the address above
- Online Payment: [www.doeenterprises.com/payments](http://www.doeenterprises.com/payments)

Please disregard this reminder if you have already made the payment. If you have any questions or need further assistance, feel free to contact me directly at (555) 123-4567 or [john.doe@example.com](mailto:john.doe@example.com).

We value your business and look forward to continuing our successful partnership.  
Thank you for your prompt attention to this matter.

Sincerely,

**John Doe**

Owner

Doe Enterprises.