If you have a customer that has a payment that is past due you can use this letter template to tactfully request that they pay in full by a specific due date. This will give them sufficient notice that their payment is due and of the consequences that they will receive if they do not pay in full.

Payment Notice Letter Advice:

- Keep it professional.
- Your payment notice letter should be short and to the point.
- Make sure you mention if they have made the required payment to disregard this notice.
- State specifically what the consequences will be if they do not pay in full by the due date.
- Thank them for their prompt cooperation regarding this matter and wish them well.

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

Our records indicate that you have an outstanding balance of [$Amount] with a due date of [xx/xx/xxxx]. We have yet to receive this payment. Please find a copy of the invoice enclosed.

If this amount has already been paid and sent, please disregard this notice and we apologize for any inconvenience. Otherwise, please forward us the amount stated above that is past due by [xx/xx/xxxx]. As our written agreement states, we will start charging a 5% interest charge for any outstanding balance greater than 30 days.

Thank you for your cooperation regarding this matter. We sincerely hope we can continue doing business together in the future.

Sincerely,

[Sign here]

[Your Name, Title]

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