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# Past Due Payment Letter

**ABC Consulting Services**

**456 Elm Street**

**Hometown, NY 10001**

**info@abcconsulting.com**

**212-555-1234**

**June 27, 2024**

**XYZ Enterprises**

**890 Pine Road**

**Market City, NY 10002**

Dear Ms. Jane Smith,

I hope this message finds you well. I am writing to remind you of the unpaid invoice [#78654], which was due on **May 31, 2024**. As of today, the payment is **27 days late**. We understand that oversights happen and schedules are busy, but timely payments are crucial for our continued partnership.

**Invoice Details:**

- **Invoice Number:** 78654
- **Date Issued:** May 1, 2024
- **Due Date:** May 31, 2024
- **Amount Due:** \$3,000

We kindly request that the payment of **\$3,000** be processed at your earliest convenience. If you have already sent the payment, please disregard this notice. Otherwise, please let us know the status of the payment or if there are any issues preventing the payment from being processed.

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To make a payment or discuss this matter further, please contact us at 212-555-1234 or via email at [info@abcconsulting.com](mailto:info@abcconsulting.com). You can also make the payment directly through our online payment portal at [\[payment portal link\]](#).

We value your business and are here to assist you in any way to ensure that the account remains in good standing. Thank you in advance for your prompt attention to this matter.

Sincerely,

**[John Doe's Signature (if sending a hard copy)]**

**John Doe**

**Accounts Receivable Manager**