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OVERDUE ACCOUNT

DATE	ACCOUNT NO.	OLDEST INVOICE DUE	RESPOND BY	BALANCE OVERDUE

TO

Name
Title / company
Address
Email

FROM

Business
Address
Phone / email
Our reference

Dear customer,

Your account with us is overdue. The statement below sets out every invoice and payment on the account; the balance shown is more than 30 days past its due date and we have not received payment or an explanation.

Please settle the balance, or contact us to discuss it, by the date shown above. Payment details are given below; please quote the account number. If any invoice is in dispute, tell us which one and why, and pay the undisputed balance in the meantime.

If we do not hear from you by the response date, we will follow our standard procedure for overdue accounts, which may include a late payment charge, suspension of further work or supply, and referral for collection.

Account history

Date	Reference	Description	Charges	Payments

Total charges	
Total payments	
Balance overdue	

Pay by bank transfer
Checks payable to
Pay online / card
Contact

Yours sincerely,

Signed
Name and title
Date