

# OVERDUE PAYMENT REMINDER

RECIPIENT

Dear \_\_\_\_\_,

Due to the debt relationship between us, this letter is an informative text regarding your overdue debt. It has been determined that your debt of \_\_\_\_\_, based on the invoice number \_\_\_\_\_, has not been paid on the due date of \_\_\_\_\_.

This outstanding balance needs to be paid on or before the date of \_\_\_\_\_.

If you are unable to make the payment on this date, please notify us in writing with the reasons of the financial difficulty and probable payment deadline. Otherwise necessary legal actions are taken against you to collect the debt including default interest.

You can make your payment by \_\_\_\_\_.

If you have further questions, kindly call our customer hotline at \_\_\_\_\_ or email us at \_\_\_\_\_.

Sincerely,



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