

# Past Due Invoice Letter

---

---

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

This is a reminder that our record shows that you have a past due in your account. The total outstanding amount is \_\_\_\_\_ which will be applied to the invoices stated below.

To settle the outstanding balance, you may choose one of the following payment methods:

Payment by Check: Make your check payable to [Your Company Name] and mail it to the Company address mentioned above.

Electronic Funds Transfer (EFT): You can make the payment directly to our bank account using the following details:

Bank Name:

Account Holder:

Account Number:

Routing Number:

Swift Code (if applicable):

Online Payment: Visit our website at \_\_\_\_\_ and log in to your account to make a secure online payment.

Please treat this matter with the utmost urgency, as further delay will force us to proceed with the collections process. Do not forget to reach out to us at \_\_\_\_\_ or via email at \_\_\_\_\_ and let us know immediately if the payment is made, so we can check and validate your payment to our records immediately to avoid service interruption.

Sincerely,



This document is a PDF copy of **Past Due Invoice Letter** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

### Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

[jotform.com/products/pdf-editor/](https://jotform.com/products/pdf-editor/)



### Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

[jotform.com/products/smart-pdf-forms/](https://jotform.com/products/smart-pdf-forms/)



### Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

[jotform.com/products/sign/](https://jotform.com/products/sign/)



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.