[DATE]

Contact Name

Address

Address2

Country

City/Province

Zip/Postal Code

**RE: NOTICE OF PAYMENT 60 DAYS PAST DUE**

Dear [CLIENT NAME],

We have attached a statement of your outstanding invoices as our records show that your account is now 60 days past due.

We ask that payment is made immediately. In the case this is not possible you need to organise other arrangements by contacting [CONTACT].

Your attention to this matter will be greatly appreciated.

Kind regards,

[NAME]

[TITLE]

[CONACT NUMBER]

[COMPANY EMAIL]