

# Overdue Payment Reminder Notice

Date: June 25, 2024

**To:** John Smith  
**Address:** 123 Main Street, Springfield, USA  
**Account No.:** AC-0145789  
**Invoice No.:** INV-2024-00217  
**Invoice Date:** May 10, 2024  
**Amount Due:** \$1,200.00  
**Due Date:** June 10, 2024

Dear John Smith,

Our records indicate that the above invoice remains unpaid past its due date. We kindly ask you to settle the outstanding amount of **\$1,200.00** immediately.

Please disregard this notice if payment has already been made. If you have any questions regarding this notice or require further clarification, feel free to contact our accounts department.

We appreciate your prompt attention to this matter to avoid any service disruptions or late fees.

Sincerely,  
Jane Doe  
Accounts Receivable  
Springfield Supplies Inc.  
Email: [accounts@springfieldsupplies.com](mailto:accounts@springfieldsupplies.com)  
Phone: (555) 123-4567

## Important Notes:

- This is a formal reminder intended to prompt payment for overdue invoices.
- Keep copies of all correspondence for your records.
- Always verify payment details before transferring funds.
- Contact the sender if you believe you have received this notice in error.
- Timely responses can help maintain positive business relationships.