

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
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.