

NOTICE OF UNPAID INVOICE

Date:

To:

Dear

On _____, _____ (year), we received your check for \$ _____
representing payment on the following invoice(s):

Invoice(s)

Amount

However, this did not include payment on the following overdue invoice(s) which remain
unpaid, and are now overdue.

Invoice(s)

Amount

In reviewing your account we assume the unpaid invoice(s) are due to oversight. Please
advise if you need copies of the unpaid invoice(s) or if there is a question regarding the
invoice(s), otherwise we shall anticipate prompt payment on these outstanding invoice(s). The
total balance due is \$ _____.

We look forward to your prompt attention to this matter.

Very truly yours,
