

NOTICE OF UNPAID INVOICE

Date:

To:

Dear

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

<u>Invoice(s)</u>	<u>Amount</u>
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However, this did not include payment on the following overdue invoice(s) which remain unpaid, and are now overdue.

<u>Invoice(s)</u>	<u>Amount</u>
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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,
