

OVERDUE INVOICE

[Your Business Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [00000]
Original Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

[Client Name]
[Client Business]
[Address Line 1]
[Email/Phone]

Description	Qty/Hrs	Rate	Amount
[Original Service/Product Name]	[0]	\$0.00	\$0.00
Late Payment Fee ([0] days overdue)	1	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			
Total Balance Due: \$0.00			

Payment Instructions:

Please remit payment via [Check/Bank Transfer/Online Link].
Note: This invoice is now overdue. Please settle the balance immediately to avoid further collection actions.

Questions? Contact [Name] at [Email/Phone]