OVERDUE INVOICE

[Property Management Name]
[Street Address]
[City, State, Zip]

PAST DUE

Invoice #: [0000]
Date: [Current Date]

BILL TO:
[Tenant Name / Company]
[Business Address]
[City, State, Zip]
Attn: [Contact Person]
RENTAL DETAILS:
Premises: [Suite/Building Name]
Lease ID: [Reference Number]
Original Due Date: [Date]

Description	Period	Amount
Base Commercial Rent	[Month/Year]	$0.00
Common Area Maintenance (CAM)	[Month/Year]	$0.00
Late Fee / Penalty	-	$0.00
Interest Charges ([%])	-	$0.00

Subtotal: $0.00
Tax: $0.00
TOTAL OVERDUE: $0.00

Remittance Instructions:
Please make checks payable to **[Entity Name]**. For wire transfers, use [Routing/Account Details].

Note: Failure to remit payment within [Number] days may result in further action as per the terms of your lease agreement.