[Contractor Business Name]
[Address Line 1]
[City, State, Zip]
[Phone / Email]

DELINQUENT ACCOUNT NOTICE

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

Bill To:
[Client Name]
[Client Address]
[City, State, Zip]
Original Due Date: [MM/DD/YYYY]
Days Overdue: [Number]
Project: [Project Name/ID]

Description of Services	Original Amount
[Service Description / Milestone Reference]	$0.00
[Service Description / Milestone Reference]	$0.00

Subtotal: $0.00
Late Fees / Interest: $0.00

Total Outstanding: $0.00

FINAL NOTICE: Our records indicate that this account is significantly past due. To avoid further collection actions or legal proceedings, please remit the total outstanding balance immediately.

Payment Instructions:
Please make checks payable to: [Business Name]
Electronic Payment: [Link/Details]

If payment has already been sent, please disregard this notice.