LATE PAYMENT NOTICE

Invoice #: [00000]

Date: [Date Issued]

[Company Name]

[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

Bill To:

[Client Business Name]
[Attn: Accounts Payable]
[Client Address]

Original Due Date: [MM/DD/YYYY]

Days Overdue: [Number]

Original Invoice #	Description	Principal Amount
[Inv-000]	Wholesale Goods - [Order Reference]	$0.00
--	Late Payment Interest ([0]% per month)	$0.00
--	Administrative Collection Fee	$0.00

Subtotal: $0.00

TOTAL DUE: $0.00

URGENT: This account is past due. To maintain wholesale credit privileges and avoid further collection actions, please remit payment immediately.

Payment Instructions:
Bank Name: [Name]
SWIFT/BIC: [Code]
Account Number: [Number]
Reference: [Invoice Number]

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