

LATE PAYMENT NOTICE

[Your Company Name]
[Street Address]
[City, State, Zip]
[Phone/Email]

Invoice #: [0000]
Original Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]
Status: **OVERDUE**

Bill To:

[Client Name]
[Client Address]
[City, State, Zip]

Service Location:

[Site Address / Description]

Service Description	Service Date	Amount
[Cleaning Service Type - e.g., Standard Residential]	[MM/DD/YYYY]	\$0.00
Late Fee / Interest Charge	-	\$0.00
Subtotal: \$0.00		
Tax: \$0.00		
TOTAL DUE: \$0.00		

Payment Instructions:

Please remit payment via [Payment Method: Check/Online/Bank Transfer].

This is a formal reminder that your account is past due. If payment has already been sent, please disregard this notice.