

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: NOTICE OF REPEATED LATE PAYMENTS - [Account/Invoice Number]

Dear [Recipient Name],

This letter is to formally notify you regarding the consistent late payment of your invoices. Our records indicate that your payments have been received after the due date for the following periods:

- [Invoice #] - Due Date: [Date] - Paid Date: [Date]
- [Invoice #] - Due Date: [Date] - Paid Date: [Date]
- [Invoice #] - Due Date: [Date] - Paid Date: [Date]

While we value our business relationship, we must remind you that our payment terms are [Number of Days] days from the invoice date. Repeated late payments affect our ability to manage our cash flow and provide services efficiently.

Please note that if late payments continue, we may be forced to take the following actions:

- Application of late fees or interest charges.
- Requirement of payment upfront (Prepayment) for future orders.
- Suspension of services or credit privileges.

We request that you update your records to ensure future payments are made on time. If there is a specific reason for these delays that we should be aware of, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]