

Past-Due Invoice Demand Letter

A fillable, civil demand for a past-due invoice, with the invoice number, the PO number, an itemized amount, a firm pay-by date, a reconciliation request, and a sample of state small claims limits

Use this letter when a client owes you a specific amount on a finished invoice and the informal reminders have run dry. Fill in the invoice number and date, the purchase order number if there was one, the exact amount, and a firm calendar date to pay by. Keep the tone factual, deliver it a way that leaves proof, and save a copy with the original invoice. Full walkthrough, the escalation ladder, state small claims limits, and official sources:

clearlegaltips.com/unpaid-invoice-demand-letter/

DEMAND FOR PAYMENT (PAST-DUE INVOICE)

1. Parties & Remittance

Date of this letter: _____

To (client legal name; the business entity, plus accounts-payable contact if known): _____

Client mailing address: _____

From (your name, business name, address, phone, email, and where to remit payment): _____

2. Invoice Details

Invoice number: _____

Invoice date: _____

Purchase order (PO) number, if the client issued one: _____

Original due date / payment terms (for example, net-30): _____

What the invoice covered (services, deliverables, project): _____

3. Amount Demanded

Principal amount past due (\$): _____

Late fee or interest, only if written into your contract or invoice terms (\$): _____

Total amount now demanded (\$, itemized): _____

4. Reconciliation Request

Ask the client to match this against their accounts-payable records, for example: Please reconcile this invoice against your records. If you show a payment, a partial payment, or a dispute, contact me by the date below with the details so we can resolve it.

Your reconciliation sentence and the date to reply

by: _____

5. Deadline

Please pay by (specific calendar date, not a day count): _____

6. How To Pay

Accepted payment methods and where to send payment (online, check to address, ACH, other): _____

7. Consequence Statement

State one calm line naming the next step, for example: If payment is not received by the date above, I intend to pursue this claim in small claims court, where I may also seek allowable court costs. Keep it a statement of your next step, not a threat, and confirm the amount is within your state's small claims limit before you name that court.

Your consequence sentence: _____

8. Enclosures (check what you attach)

- ☐ Copy of the past-due invoice
- ☐ Copy of the contract, statement of work, or independent contractor agreement
- ☐ Proof of delivery or the client's sign-off on the work
- ☐ Copies of prior reminders or messages

9. Signature

Signature of sender, printed name, and date: _____

10. Delivery Record (check the method used)

- ☐ USPS Certified Mail with a dated delivery record (proof of sending and delivery)
- ☐ Emailed to the client the same day
- ☐ Hand-delivered on the date noted above

SMALL CLAIMS LIMITS: SAMPLE STATES (VERIFIED JULY 2026)

State	Limit
California	\$12,500 individuals; \$6,250 businesses
Texas	\$20,000 including attorney's fees

State	Limit
New York	\$10,000 NYC; \$5,000 Nassau/Suffolk & city courts; \$3,000 town & village
Florida	\$8,000 excluding costs, interest & fees
Washington	\$10,000 when brought by an individual

INSTRUCTIONS FOR USE

This form is general information, not legal advice. A demand letter carries no legal force on its own; its value is the fair, dated chance it gives the client and the record it leaves for a court. Demand the amount you are actually owed, add a late fee only if your contract created one, name a firm calendar date, and deliver it a way that proves it arrived, then keep a copy with the invoice. Watch your statute of limitations: every state caps how long you have to sue on a debt, and once it passes the court will not hear the case. If the letter is ignored, the usual next steps are a firmer final notice and then a small claims filing within your state's limit. Full guide and official sources: clearlegaltips.com/unpaid-invoice-demand-letter/