

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

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

Dear [Recipient's Name],

Subject: Payment Demand for Invoice [Invoice Number]

I hope this message finds you well. I am writing to remind you regarding the outstanding payment of [amount] for invoice [invoice number] dated [invoice date], which was due on [due date].

As of today, the payment is [number of days late] days overdue. Please refer to the original invoice for the details of the services/products provided.

We kindly request that you process this payment at your earliest convenience to avoid any additional late fees or disruptions to our services.

Please let us know if there are any issues or questions regarding this payment. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]