

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Recipient's Business Name]
[Recipient's Business Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Demand for Invoice #[Invoice Number]

I hope this letter finds you well. I am writing to remind you that the payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due] is now overdue. As of today, the payment is [Number of Days] days past the due date.

We understand that oversights can happen, and we appreciate your prompt attention to this matter. Please find the details of the invoice below:

- Invoice Number: #[Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Amount Due]

We kindly ask that you process this payment by [New Due Date, typically within 7-14 days from the date of the letter] to avoid any late fees or disruption of services. Payment can be made via [Payment Methods]. If you have already sent the payment, please disregard this notice.

If you have any questions or require additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to continuing our business relationship.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]