

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company 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 formally request the payment for Invoice #[Invoice Number], which was issued on [Invoice Date] and is now [Number of Days Late] days past due. The total amount due is [Amount Due].

Despite previous reminders, we have yet to receive payment. We kindly ask that you process this payment by [New Due Date] to avoid any further actions.

If you have already sent the payment, please disregard this notice.

Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]