

[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: Overdue Payment Reminder

I hope this message 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. According to our records, the payment was due on [Due Date].

We understand that oversights can happen, and we kindly ask you to remit the outstanding amount at your earliest convenience. If you have already made the payment, please disregard this notice and accept our thanks.

For your convenience, please find the payment details below:

[Payment Details/Instructions]

If you have any questions or if there are any issues regarding this payment, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]