

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

Dear [Recipient's Name],

Subject: Request for Payment of Invoice #[Invoice Number]

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 [Invoice Amount] is now overdue.

As per our records, the payment was due on [Due Date]. We value your partnership and appreciate your prompt attention to this matter.

For your convenience, I have attached a copy of the invoice for your reference.

Please let us know if there are any issues or if you need further assistance. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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