

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of the overdue payment for invoice #[Invoice Number], which was issued on [Invoice Date] and was due on [Due Date].

The total amount outstanding is [Amount Due]. As of today, this invoice is [Number of Days Overdue] days overdue. We understand that oversights happen, and we appreciate your attention to this matter.

Please let us know if there are any issues regarding this payment or if you require a copy of the invoice for your records. We kindly ask that the payment be processed by [New Due Date] to avoid any late fees or disruptions in your service.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]