

[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],

I hope this message finds you well. I am writing to discuss an important matter regarding your outstanding balance with us.

As of [date], we have yet to receive payment for invoice #[invoice number], which was due on [due date]. The total amount overdue is [amount]. We understand that oversights can happen, and we want to ensure that this issue is resolved as smoothly as possible.

Timely payments are crucial for maintaining our business relationships and ensuring uninterrupted service. We value your partnership and the trust you have placed in us. However, continued delays can hinder our ability to provide the best possible service.

We kindly ask you to process the payment by [new deadline, if applicable], to avoid any late fees or service interruptions. If you have any questions or if there are any issues you would like to discuss, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter. We appreciate your prompt response and look forward to resolving this issue swiftly.

Sincerely,

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