

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

Dear [Recipient's Name],

Subject: Overdue Payment Notice

I hope this message finds you well.

We are writing to remind you that your payment of [Amount] for invoice number [Invoice Number], dated [Invoice Date], is currently overdue.

According to our records, this payment was due on [Due Date].

We understand that oversights happen and would like to request that you settle this balance at your earliest convenience. Please refer to the attached invoice for details on the payment methods available.

If you have already made this payment, please disregard this notice.

Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

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