

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

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

Dear [Recipient 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], is now overdue. As of today, the total amount due is [Amount Due].

We understand that oversights can happen, and we kindly request that you process this payment at your earliest convenience.

If you have already sent the payment, please disregard this notice and accept our thanks. Otherwise, please let us know if you have any questions or require further information.

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

Sincerely,

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