

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

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

Dear [Recipient Name],

Subject: Overdue Payment Reminder

I hope this message finds you well. We are writing to bring to your attention that payment for invoice [Invoice Number], dated [Invoice Date], in the amount of [Amount Due], is currently overdue. According to our records, the payment was due on [Due Date].

We kindly ask that you process this payment at your earliest convenience. If you have already sent the payment, please disregard this notice. Should you have any questions or concerns regarding this invoice, please do not hesitate to contact us.

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

Sincerely,

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