

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

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

Dear [Recipient's Name],

Subject: Payment Collection Reminder

I hope this message finds you well. I am writing to remind you that your payment of [amount due] for invoice #[invoice number] issued on [invoice date] is now overdue as it was due on [due date].

We kindly request that you remit the payment at your earliest convenience to avoid any late fees or disruption of services.

For your convenience, I have included our payment details below:

- Payment Method: [Payment method, e.g., bank transfer, credit card]
- Account Number: [Account number]
- Payment Instructions: [Any specific instructions]

If you have already made this payment, please disregard this notice. Otherwise, feel free to reach out if you have any questions regarding this matter.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]