

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

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

Dear [Recipient's Name],

Subject: Overdue Payment Reminder

I hope this message finds you well. This is a friendly reminder that your payment of [amount due] for [invoice number or description of service/product] was due on [due date].

As of today, we have not received the payment, and it is now [number of days overdue] days overdue. We understand that oversights happen, and we appreciate your prompt attention to this matter.

Please make the payment by [new deadline if applicable] to avoid any late fees or service interruptions. Payment can be made via [payment methods].

If you have already sent the payment, please disregard this notice. For any questions or concerns, feel free to contact us at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

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