

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

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

Dear [Recipient's Name],

Subject: Overdue Payment Reminder

I hope this letter finds you well.

I am writing to remind you that the payment for invoice number [Invoice Number], which was due on [Due Date], has not yet been received. The total amount outstanding is [Amount Due].

We understand that oversights can happen, and we appreciate your attention to this matter. Please let us know if there are any issues that we can assist you with regarding this payment.

We kindly request that the payment be made at your earliest convenience to avoid any late fees or disruption of service.

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

Sincerely,

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