

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Payment Reminder

I hope this message finds you well.

We would like to bring to your attention the outstanding payment of [Invoice Amount] for invoice number [Invoice Number], which was due on [Due Date]. As of today, the payment is [Number of Days] days overdue. We understand that delays can happen, and we appreciate your partnership. However, it is critical for our operations that payments are made on time. We kindly request that you process this payment at your earliest convenience.

If there are any issues regarding this payment or if you would like to discuss the matter further, please do not hesitate to reach out to us. Thank you for your immediate attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]