

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Late Payment Notification

We hope this message finds you well. We are writing to inform you that we have not yet received payment for invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the outstanding amount is [Amount Due].

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please let us know if there are any issues regarding this payment, or if you require any additional information to facilitate the process.

To avoid any late fees or disruption in service, kindly arrange for the payment at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]