

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

I hope this message finds you well.

I am writing to formally remind you that your payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due], is now overdue. According to our records, the payment was due on [Due Date].

We understand that oversights can happen, and we kindly ask that you process this payment at your earliest convenience to avoid any late fees or disruptions in service.

If you have already sent the payment, please disregard this notice.

Otherwise, we would appreciate your attention to this matter. Should you have any questions regarding this invoice or if you would like to discuss payment arrangements, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

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