

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

Dear [Recipient's Name],

Subject: Overdue Payment Reminder

I hope this message finds you well.

I am writing to remind you about the outstanding payment of [amount] that was due on [due date] for [description of goods/services].

As of today, this payment is [number of days overdue] days overdue. We kindly ask you to process this payment at your earliest convenience to avoid any late fees or disruption of services.

Please let us know if there are any issues or if you require further information to expedite this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]