

[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: Request for Overdue Payment Details

I hope this message finds you well. I am writing to follow up on an overdue payment for invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, we have not yet received the payment, and I would appreciate if you could provide us with the details regarding this outstanding amount. If there are any issues or discrepancies that need to be addressed, please let us know so that we can resolve them promptly. Thank you for your immediate attention to this matter. I look forward to your prompt response.

Best regards,

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