

[Your Name]  
[Your Position]  
[Your Company]  
[Company 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: Late Payment Notification

I hope this message finds you well. I am writing to inform you that payment for invoice number [Invoice Number], which was due on [Due Date], has not yet been received. The outstanding amount is [Amount Due].

We understand that oversights can happen, and we would like to kindly remind you of this overdue payment. We appreciate your prompt attention to this matter and would like to ensure that there are no issues or concerns regarding the invoice.

Please process this payment at your earliest convenience to avoid any late fees that may be assessed. If you have already made the payment, please disregard this notice.

Should you have any questions or need further assistance, feel free to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

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