

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Late Payment Notification

I hope this message finds you well. I am writing to bring to your attention that the payment for invoice #[Invoice Number] dated [Invoice Date] is now [Number of Days] days overdue. The total amount due is [\$Amount Due].

As per our agreement, payment was expected by [Due Date]. I understand that unforeseen circumstances can arise, but I kindly request that you address this matter at your earliest convenience.

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

Otherwise, I would appreciate an update on the status of the payment.

Thank you for your attention to this matter. I look forward to resolving it promptly.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]