

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Late Payment Alert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your payment for invoice #[Invoice Number], which was due on [Due Date].

As of today, the outstanding amount is [Amount Due]. We kindly ask you to make the payment at your earliest convenience to avoid any late fees or service interruptions.

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

Otherwise, if you are encountering any issues or have questions regarding your account, feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]