

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Overdue Payment Notification

We hope this message finds you well. This letter serves as a reminder that your payment of [amount] for invoice #[invoice number] dated [invoice date] is now overdue.

As of today, the outstanding balance is [amount] and was due on [due date]. We kindly request that you make this payment at your earliest convenience to avoid any potential late fees or service interruptions.

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

Otherwise, we would appreciate your attention to this matter.

Should you have any questions or require further assistance, please feel free to contact us at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]