

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Follow-Up on Outstanding Payment

I hope this message finds you well. We are reaching out to remind you that your payment for invoice #[Invoice Number], dated [Invoice Date], is currently overdue. The total amount due is [Amount Due], and we kindly request that this payment be completed by [New Due Date].

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

However, if you have any questions or need assistance regarding the outstanding amount, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]