

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

[Recipient's Name]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Overdue Payment Notice

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to remind you that payment for invoice number [Invoice Number], dated [Invoice Date], in the amount of [Amount Due], is now overdue. According to our records, the payment was due on [Due Date].

As of today, the total outstanding amount is [Total Amount Due]. We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruptions to your service.

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

Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]