

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Payment Notification

I hope this message finds you well. This letter serves as a reminder that your payment for invoice #[Invoice Number], dated [Invoice Date], is currently overdue. The total amount due is [Amount Due], which was originally due on [Due Date].

We understand that oversights can happen and would appreciate your prompt attention to this matter. Please let us know if there are any issues or if you require assistance regarding this payment.

We kindly ask that you remit payment by [New Due Date] to avoid any late fees or further action.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]