

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

Dear [Recipient Name],

Subject: Overdue Payment Notification

I hope this message finds you well. We are reaching out to remind you that your payment of [Invoice Number or Description of the Service/Product] dated [Invoice Date] in the amount of [Amount Due] is now overdue. As of today, the payment is [Number of Days] days past the due date of [Due Date].

We understand that oversights happen and would greatly appreciate your prompt attention to this matter. Please let us know if there are any issues or questions regarding this invoice that we can assist you with. We kindly request that the payment be made by [New Due Date] to avoid any late fees or interruptions in service.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]