

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to remind you that the payment for invoice number [Invoice Number], dated [Invoice Date], is now overdue. The total amount due is [Amount Due], and it was originally due on [Due Date].

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

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

Best regards,

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