

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Reminder for Overdue Invoice

I hope this message finds you well.

I am writing to remind you of our outstanding invoice [Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the total amount of [Invoice Amount] remains unpaid.

We would appreciate your prompt attention to this matter. Please let us know if you have any questions regarding this invoice or if there are any issues we can assist you with.

Thank you for your immediate attention to this situation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]