

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Late Payment Notification

I hope this message finds you well. I am writing to address an important matter regarding your account with [Your Company Name]. As of [due date], we have not yet received payment for invoice #[invoice number], which was due on [due date].

The total amount outstanding is [amount due]. We understand that oversights can occur, and we would like to work with you to resolve this matter promptly. Please let us know if there are any issues we should be aware of regarding this payment.

To avoid any potential late fees or disruption of services, we kindly request that you remit the payment by [new deadline]. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions or require further assistance, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]