

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Late Payment Reminder

I hope this message finds you well. I am writing to remind you that payment for invoice number [Invoice Number], which was due on [Due Date], has not yet been received.

As of today, the total outstanding amount is [Amount Due]. We understand that oversights happen, and we would appreciate your prompt attention to this matter.

If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you process the payment by [New Due Date] to avoid any late fees or disruption of services.

Should you have any questions or require further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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