

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Overdue Payment Notice

I hope this message finds you well.

We are writing to remind you that your payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due], is now overdue. According to our records, the payment was due on [Due Date]. We understand that oversights happen and would appreciate your prompt attention to this matter. Please arrange for payment at your earliest convenience to avoid any late fees or service interruptions.

If you have already sent your payment, please disregard this notice. Otherwise, we kindly request that you remit the payment by [New Due Date] to prevent any further action.

Thank you for your attention to this important matter. Should you have any questions or require further assistance, please feel free to contact us.

Sincerely,

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