

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

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

Dear [Recipient Name],

Subject: Late Payment Notification

I hope this message finds you well. I am writing to inform you that we have not yet received your payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the payment is [Number of Days Late] days overdue.

The total amount due is [Total Amount]. Please let us know if there are any issues or concerns regarding this payment. We value your partnership and would like to resolve this matter promptly.

For your convenience, I have included the payment details below:

- Payment Method: [Payment Method]
- Account Number: [Account Number] (if applicable)

We kindly request that you process this payment by [New Due Date]. If you have already sent the payment, please disregard this notice and accept our thanks.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

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