

[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: Request for Resolution of Late Payment

I hope this message finds you well. I am writing to follow up on the outstanding payment due, originally invoiced on [Invoice Date] for [Description of Products/Services]. As of today, the payment of [Amount Due] is [Number of Days Late] days late and was due on [Original Due Date].

We understand that oversights can occur, and we appreciate your prompt attention to this matter. Please let us know if you have any questions regarding the invoice or if there are any issues we can assist you with in resolving this matter.

We kindly request that the payment be made by [New Proposed Deadline] to avoid any potential late fees or interruptions to our services.

Thank you for your understanding and cooperation. We look forward to your prompt response.

Sincerely,

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