

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

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

Dear [Recipient's Name],

Subject: Request for Overdue Payment

I hope this message finds you well. I am writing to follow up on the outstanding payment for Invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, this payment is [Number of Days Overdue] days overdue.

We understand that oversights can happen, and we appreciate your prompt attention to this matter. The total amount due is [Amount Due]. Please let us know if there are any issues or if you require any additional information to process this payment.

We value our relationship with you and look forward to resolving this matter amicably. Kindly make the payment by [New Deadline] to avoid any late fees or disruptions to our services.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]