

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

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

Dear [Recipient's Name],

Subject: Late Payment Notice for Invoice #[Invoice Number]

I hope this message finds you well.

We are writing to bring to your attention that the payment for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date], has not yet been received. The total amount outstanding is [Amount Due].

We kindly request that you review your records and arrange for payment at your earliest convenience. If you have already sent the payment, please disregard this notice; otherwise, we would appreciate your prompt attention to this matter.

Should you have any questions or require any further documentation, please do not hesitate to contact us.

Thank you for your attention to this important issue.

Warm regards,

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