

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

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

Subject: Demand for Overdue Payment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally remind you of the outstanding payment for Invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the total amount of [Amount Due] remains unpaid.

We value our business relationship and understand that oversights can happen. However, we kindly request that you remit payment at your earliest convenience to avoid any further action.

Please find the payment details below:

[Payment Instructions/Details]

If you believe that you have already sent the payment, please disregard this notice. Otherwise, please contact us immediately to discuss this matter.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]