

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that the payment of [amount] for invoice #[invoice number], issued on [invoice date], is now overdue.

We kindly request that this payment be processed by [new due date] to avoid any potential late fees.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]