

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Overdue Payment Reminder

We hope this message finds you well. We are reaching out to remind you that your payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due], was due on [Due Date].

As of today, this payment is [number of days overdue] days overdue. We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruption of services.

If you have already sent the payment, please disregard this notice.

Otherwise, please let us know if you have any questions or if there are any issues that need to be addressed.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]