

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Late Payment Notification

I hope this message finds you well. I am writing to bring to your attention the outstanding payment of [amount] for invoice number [invoice number], which was due on [due date].

As of today, the payment is [number of days] days past due. We understand that oversights can happen; however, we kindly request that this payment be processed at your earliest convenience to avoid any late fees or service interruptions.

Please let us know if there are any issues that we can assist you with regarding this matter.

Thank you for your attention to this issue.

Sincerely,

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