

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Reminder of Late Payment

I hope this message finds you well. We are writing to remind you that your payment of [Amount Due] for Invoice #[Invoice Number] was due on [Due Date]. As of today, we have not yet received this payment.

To maintain your account in good standing, we kindly ask that you make this payment at your earliest convenience. If you have already sent the payment, please disregard this letter.

If you are experiencing any issues regarding this payment, please feel free to contact us at [Your Phone Number] or [Your Email Address]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]