

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

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

Dear [Recipient's Name],

Subject: Overdue Payment Reminder

I hope this message finds you well. We would like to bring to your attention that the payment for invoice [Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is now overdue. According to our records, the payment was due on [Due Date].

We understand that oversights can happen, and we kindly request that you process the outstanding payment at your earliest convenience. Please find the invoice attached for your reference.

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

Otherwise, we would appreciate a prompt response regarding the status of this payment.

Thank you for your attention to this matter. We value your business and look forward to continuing our partnership.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]