

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Late Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for the outstanding invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, the total amount of [Amount Due] remains unpaid.

We understand that oversights can occur and appreciate your prompt attention to this matter. We kindly ask that you process the payment at your earliest convenience. Should you have any questions or require further information regarding the invoice, please do not hesitate to contact me directly.

Thank you for your immediate attention to this matter. We value your partnership and look forward to resolving this promptly.

Sincerely,

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