

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

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

Dear [Recipient's Name],

Subject: Reminder of Late Invoice Payment

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the payment of [Invoice Amount] remains outstanding. We understand that oversights happen; however, we kindly request that the payment be processed at your earliest convenience to avoid any disruptions to your account with us.

Please feel free to contact me if there are any questions or concerns regarding this invoice. Thank you for your prompt attention to this matter.

Sincerely,

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