

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

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

Dear [Recipient's Name],

Subject: Acknowledgment of Late Payment

I hope this message finds you well. I am writing to formally acknowledge the late payment for invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, [Current Date], the payment remains outstanding. I appreciate your prompt attention to this matter and would like to understand if there are any issues that may have delayed the payment process.

Please let me know if you require any further information or if there are any challenges that I can assist with to expedite the payment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]