

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Late Payment Reminder - Invoice #[Invoice Number]

I hope this message finds you well.

We are writing to remind you that payment for Invoice #[Invoice Number], issued on [Invoice Date], is currently overdue. The total amount due is [Amount Due], and the payment was originally due on [Due Date].

We understand that oversights happen, and we kindly ask that you process this payment at your earliest convenience. Please find the details of the invoice attached for your reference.

If you have already sent your payment, please disregard this letter.

Otherwise, please let us know if there are any issues we can assist you with.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]