

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

Subject: Late Payment Reminder

We hope this message finds you well. We are writing to remind you that your payment for invoice #[Invoice Number], dated [Invoice Date], is now past due. The total amount due is [Amount Due], with a due date of [Original Due Date].

As of today, the payment is [Number of Days Late] days late. We understand that oversights happen, and we would appreciate your attention to this matter.

Please arrange for payment at your earliest convenience to avoid any late fees or service interruptions. If you have already sent your payment, kindly disregard this notice.

Thank you for your prompt attention to this matter. Should you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]