

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

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

Dear [Recipient's Name],

Subject: Late Payment Notice

I hope this message finds you well. I am writing to remind you that your payment for invoice number [Invoice Number] dated [Invoice Date] was due on [Due Date]. As of today, the payment of [Amount Due] is [Number of Days Late] days overdue.

As per our agreement, timely payment is crucial for maintaining our business relationship. I kindly request that you make the payment by [New Deadline]. Please let me know if there are any issues or further clarifications needed regarding this payment.

Thank you for your immediate attention to this matter.

Sincerely,

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