

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

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

Dear [Recipient Name],

Subject: Late Payment Notification

We hope this message finds you well. We are writing to inform you that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date].

As of today, the outstanding amount is [Amount Due]. We kindly ask that you process this payment at your earliest convenience to avoid any late fees or interruption of service.

If you have already sent payment, please disregard this notice.

Otherwise, we would appreciate your prompt attention to this matter.

Should you have any questions or concerns regarding this invoice, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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