

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company 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 Reminder

I hope this message finds you well. This letter serves as a reminder that your payment for invoice number [Invoice Number], which was due on [Due Date], has not yet been received.

According to our records, the total amount outstanding is [Amount].

Prompt payment would be appreciated to avoid any late fees or interruptions in service.

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

Otherwise, we kindly request that you remit payment within [Number of Days] days to avoid further action.

Thank you for your attention to this matter. If you have any questions or need assistance, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]