

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

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

Subject: Late Payment Notice

Dear [Recipient's Name],

I hope this message finds you well.

This letter is to formally notify you that your payment of [amount owed] for invoice number [Invoice Number] dated [Invoice Date] remains outstanding as of today's date, [Current Date]. According to the terms of our agreement, payment was due on [Due Date].

Please remit the outstanding amount within [number of days] days of receiving this letter to avoid any late fees or further action. Payment can be made via [payment methods].

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

Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

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