

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Payment Reminder

We hope this message finds you well. We are writing to inform you that your payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] is now overdue.

As of today, the total outstanding balance is [Total Amount Due]. We kindly ask that you process this payment by [New Due Date] to avoid any late fees or disruption of services.

Please find the details of the invoice below:

- Invoice Number: [Invoice Number]

- Due Date: [Original Due Date]

- Amount Due: [Invoice Amount]

You can make your payment via [Payment Methods]. If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]