

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

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

Dear [Recipient's Name],

Subject: Late Payment Notification

I hope this message finds you well. I am writing to bring to your attention the outstanding payment for invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, the amount of [Amount Due] remains unpaid.

We understand that oversights can happen, and we kindly request that you process this payment at your earliest convenience. Please refer to the attached invoice for your records.

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

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

Should you have any questions or need further clarification, feel free to contact me directly.

Thank you for your prompt cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]