

[Your Name]  
[Your 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 Notice

I hope this message finds you well. I am writing to remind you that your payment of [amount] for invoice [invoice number] dated [invoice date] was due on [due date] and has not yet been received.

As of today, the total outstanding amount is [total amount due]. We kindly request that you make the payment at your earliest convenience to avoid any late fees or potential disruption of services.

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

Otherwise, please let us know if you are facing any issues with the payment process.

Thank you for your attention to this matter.

Sincerely,

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