

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Payment Notice

I hope this message finds you well. This letter serves as a reminder that, as of [Date], your payment in the amount of [Amount Due] for invoice #[Invoice Number] is now overdue.

According to our records, payment was due on [Due Date]. As of today, we have yet to receive payment. We kindly ask that you address this matter at your earliest convenience to avoid any late fees or disruption of services.

If you have already submitted your payment, please disregard this notice. Otherwise, please consider making the payment by [New Deadline/Date] to avoid any additional charges.

Should you have any questions or wish to discuss this matter, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]