

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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. We would like to bring to your attention that, as of [Insert Date], we have not yet received payment for invoice #[Invoice Number], which was due on [Original Due Date].

The outstanding amount is [Amount Due]. We understand that oversights can occur and would appreciate your prompt attention to this matter. To avoid any late fees or service interruptions, we kindly request that the payment be remitted by [New Due Date].

Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]