

Subject: Urgent: Escalation of Outstanding Payment

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to escalate the matter of outstanding payments related to invoice #[Invoice Number] dated [Invoice Date]. Despite previous reminders, the payment of [Amount Due] remains unsettled, and it is now [Number of Days] days overdue.

To maintain a positive working relationship, I kindly request your immediate attention to this matter. Please find the invoice attached for your reference.

If there are any issues or concerns regarding this payment, do not hesitate to reach out. We value your partnership and hope to resolve this promptly.

Thank you for your attention to this urgent matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Date]