

[Your Company's 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: Overdue Invoice Reminder  
I hope this message finds you well. I am writing to remind you that Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is currently overdue. As of today, the outstanding balance is [Outstanding Balance].  
We kindly request that you process this payment at your earliest convenience. If you have already submitted your payment, please disregard this notice.

If you have any questions or concerns regarding this invoice, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]