

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Invoice Acknowledgment

I hope this message finds you well. We are writing to bring to your attention an overdue invoice that remains unpaid as of [Due Date].

Invoice Number: [Invoice Number]

Invoice Amount: [Invoice Amount]

Original Due Date: [Due Date]

We understand that oversights can happen, and we would like to kindly remind you to process the payment at your earliest convenience. If you have already sent the payment, please disregard this notice.

Should you have any questions regarding the invoice or require any further assistance, feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]