

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Invoice Reminder

I hope this message finds you well. We are writing to remind you that Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is currently overdue. The payment was due on [Due Date].

We understand that oversights can happen, and we kindly request that you review your records and process the payment at your earliest convenience. If you have already sent the payment, please disregard this reminder. For your convenience, here are the payment details:

- Amount Due: [Invoice Amount]
- Payment Method: [Payment Options]
- Due Date: [Due Date]

If you have any questions or concerns regarding this invoice, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]