

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Overdue Invoice Notification

I hope this message finds you well. We are writing to bring to your attention that invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is currently overdue. As per our records, the payment was due on [Due Date].

We understand that oversights can happen, and we would like to assist in resolving this matter. Please find the invoice attached for your convenience. We kindly request that the payment be processed at your earliest opportunity.

If you have already sent the payment, please disregard this notice. However, if you have any questions or require further information, 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 Company Phone Number]

[Your Company Email Address]