

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Overdue Invoice Reminder - Invoice #[Invoice Number]

I hope this message finds you well. This letter serves as a formal reminder regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, this invoice remains unpaid, and the total amount owed is [Amount Due].

We understand that oversights happen, and we kindly ask you to process this payment at your earliest convenience. Please find the invoice attached for your reference.

If you have already sent the payment, please disregard this letter.

Otherwise, we would appreciate your prompt attention to this matter.

Should you have any questions or require further information, feel free to contact me directly.

Thank you for your immediate attention to this overdue payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]