

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Overdue Invoice Notice

I hope this message finds you well. We are reaching out regarding invoice #[Invoice Number] dated [Invoice Date], which was due for payment on [Due Date]. As of today, the total amount of [Amount Due] remains outstanding. We understand that oversights can occur. However, we kindly request that you address this matter at your earliest convenience to avoid any disruptions in our services.

Please find the details of the overdue invoice below:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Amount Due]

If you have already processed this payment, please ignore this notice.

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

Should you have any questions or concerns, please feel free to contact us directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]