

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Overdue Invoice Reminder

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

We kindly ask you to process this payment at your earliest convenience.

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

If you have any questions or if there is an issue that needs to be addressed, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]