

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overdue Invoice Payment Reminder

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

As of today, the amount is [Number of Days Late] days overdue. We would appreciate your prompt attention to this matter and kindly request that the payment be processed at your earliest convenience.

For your reference, I have attached a copy of the invoice. If you have already sent the payment, please disregard this notice. Otherwise, please let us know if there are any issues or if you require further assistance. Thank you for your attention to this matter. We value your partnership and look forward to resolving this as soon as possible.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]