

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Overdue Invoice Reconciliation

I hope this message finds you well. We are reaching out regarding Invoice #[Invoice Number], dated [Invoice Date], which remains outstanding as of [Current Date]. The total amount due is [Amount Due].

To assist you in reviewing your records, please find the details of the invoice below:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Due Date: [Due Date]

- Amount Due: [Amount Due]

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

Otherwise, we kindly request that you process the payment at your earliest convenience.

Should you have any questions or require any clarification, please do not hesitate to reach out. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Enclosure: Invoice #[Invoice Number]]