

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Overdue Invoice Reminder

I hope this message finds you well. We are writing to remind you that Invoice #[Invoice Number], dated [Invoice Date], totaling [Invoice Amount], is currently overdue. According to our records, the payment was due on [Due Date].

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this notice.

Please make the payment by [New Due Date] to avoid any late fees. If you have any questions or concerns regarding the invoice, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]