

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Late Payment Notice

We hope this message finds you well. We are writing to bring to your attention that your payment for invoice #[Invoice Number], which was due on [Due Date], has not been received.

As of today, the outstanding amount is [Amount Due]. We kindly request that you remit this payment at your earliest convenience to avoid any late fees or service interruptions.

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

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

Thank you for your understanding. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]