

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: FIRST NOTICE: Overdue Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the outstanding balance is \$[Amount].

This may be an oversight, but we kindly request that you settle this account immediately. Please find a copy of the original invoice attached for your reference.

You can make a payment via [Payment Method: e.g., Bank Transfer, Credit Card, Check]. If you have already sent your payment, please disregard this notice.

If you are experiencing any issues regarding this invoice or require a payment plan, please contact our accounts department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]