

[Your Name/Business Name]
[Your Address]
[Your Email]
[Your Phone Number]

[Date]

[Client Name]
[Client Company Name]
[Client Address]

Subject: Past Due Payment Notice - Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a formal reminder that payment for Invoice #[Invoice Number], issued on [Date], is now past due. According to our records, the balance of \$[Amount] was scheduled to be paid by [Due Date].

I have attached a copy of the invoice to this email for your convenience. Please process the payment via [Mention Payment Method, e.g., Bank Transfer, PayPal, Stripe] as soon as possible.

If you have already sent the payment, please disregard this notice. If there are any issues or if you require an extension, please contact me immediately so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]