

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Overdue Payment - Invoice #[Invoice Number]

Dear [Contact Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, the outstanding balance is \$[Amount Due].

We understand that invoices can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

For your reference, I have attached a copy of the original invoice to this letter. You can make a payment via [Payment Method: e.g., online portal, check, or bank transfer].

If you have any questions regarding this invoice or if there is any reason why payment is being delayed, please contact our billing department at [Phone Number] or [Email Address] so we can help resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]