

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

[Date]

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

**RE: Notice of Overdue Payment - Invoice #[Invoice Number]**

Dear [Debtor Name],

This letter is a friendly reminder that your account currently shows an outstanding balance of \$[Amount Due]. This amount was due on [Original Due Date] regarding invoice #[Invoice Number].

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

For your reference, payment can be made via [Payment Method: Bank Transfer/Online Portal/Check].

If you are experiencing any issues with the payment process or have questions regarding the invoice, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]