

[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 Past Due Payment - Invoice #[Invoice Number]

Dear [Customer 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 payment deadlines can sometimes be missed. If you have already sent your payment, please disregard this notice. If not, we kindly ask that you settle the balance at your earliest convenience.

Payment can be made via:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Bank Transfer Details]
- [Payment Method 3: e.g., Check by Mail]

For your reference, I have attached a copy of the original invoice to this correspondence.

If you have any questions regarding this invoice or if you are experiencing difficulties making a payment, please contact our billing department at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

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