

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

[Date]

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

**Subject: STATEMENT OF OVERDUE PAYMENT - [Invoice Number]**

Dear [Recipient Name],

This letter is to inform you that your payment for Invoice #[Invoice Number], which was due on [Due Date], has not yet been received. According to our records, your account is currently overdue in the amount of \$[Total Amount Owed].

We kindly request that you settle this balance immediately. Below are the details of the outstanding invoice:

- **Invoice Number:** [Number]
- **Invoice Date:** [Date]
- **Due Date:** [Date]
- **Amount Due:** \$[Amount]

Please send your payment via [Payment Method: e.g., bank transfer, check, online portal]. If you have already sent your payment, please disregard this notice.

If you are experiencing any issues or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]