

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Contractor Name]
[Contractor Company Name]
[Address]
[City, State, Zip Code]

Subject: Courtesy Notice: Overdue Payment for Invoice #[Invoice Number]

Dear [Contractor Name],

This is a courtesy reminder that we have not yet received payment for the following invoice:

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

We value our partnership and understand that administrative delays can happen. If you have already sent the payment, please disregard this notice.

If payment has not been made, please arrange for it to be processed at your earliest convenience. You may remit payment via [Payment Method, e.g., Bank Transfer, Check, Online Portal].

Attached is a copy of the original invoice for your reference. If there are any issues regarding the services provided or the billing details, please contact me directly at [Phone Number] or [Email Address] so we can resolve them quickly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]