

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

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**RE: NOTICE OF OVERDUE PAYMENT - Invoice #[Invoice Number]**

Dear [Client Contact Name],

According to our records, your account is currently past due. We have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

**Account Details:**

- Invoice Number: [Invoice Number]
- Invoice Date: [Date Issued]
- Total Amount Due: \$[Amount]
- Days Overdue: [Number]

We value your partnership and understand that invoices can sometimes be overlooked. If you have already sent your payment, please disregard this notice.

Otherwise, please remit payment by [New Deadline Date, e.g., 5 business days from now]. Payment can be made via [Payment Method: ACH, Credit Card, Wire Transfer, etc.].

If there is a discrepancy with the invoice or if you are experiencing circumstances that prevent payment at this time, please contact us immediately at [Phone Number] or [Email Address] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]