

[Your Name/Department]  
[Your Agency/Company Name]  
[Address]  
[Date]

[Recipient Name]  
[Client/Organization Name]  
[Address]

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

Dear [Recipient Name],

This is a formal follow-up regarding the outstanding balance for invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received payment for the amount of [Amount].

We understand that delays can occur. However, we request that you settle this balance as soon as possible to ensure your account remains in good standing. A copy of the original invoice is attached for your reference.

**Payment Options:**

- [Insert Bank Transfer Details]
- [Insert Online Payment Link]
- [Insert Check Instructions]

If you have already sent the payment, please disregard this letter. If there are any issues or discrepancies regarding this invoice, please contact us immediately at [Phone Number] or [Email Address] so we can resolve the matter.

Thank you for your prompt attention to this request.

Sincerely,

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