

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

[Date]

[Accounts Payable Department]  
[Vendor/Client Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**RE: URGENT NOTICE - PAST DUE PAYMENT FOR INVOICE #[Invoice Number]**

Dear [Contact Name or Accounts Payable Manager],

This letter is a formal urgent request for payment regarding invoice #[Invoice Number], which was due on [Original Due Date]. As of today, our records indicate that an outstanding balance of \$[Amount Due] remains unpaid.

This account is now [Number] days past due. We have previously sent reminders on [Dates of previous reminders], but we have yet to receive the payment or a response regarding the status of this invoice.

Please remit the full payment immediately via [Payment Method: e.g., Bank Transfer, Credit Card, Check]. If there is an issue preventing payment, please contact us at [Phone Number] today so we can resolve the matter.

Failure to settle this balance by [Date] may result in [Consequence: e.g., suspension of services / late fees / referral to a collection agency].

If you have already sent the payment, please disregard this notice.

Sincerely,

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