[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Overdue Payment**

Dear [Recipient’s Name],

We are writing to inform you that your payment for [INVOICE NUMBER/SERVICE DESCRIPTION], originally due on [DUE DATE], has not yet been received. The outstanding amount is [AMOUNT DUE].

Details of the Overdue Payment

* **Invoice Number**: [INVOICE NUMBER]
* **Service/Order Description**: [*Brief Description*]
* **Original Due Date**: [DUE DATE]
* **Outstanding Amount**: [AMOUNT DUE]

**Next Steps**

We kindly request that the payment be made by [*new deadline, e.g., seven business days from the date of this notice*] to avoid any disruption to your services or additional charges. Please find the payment details below:

* **Payment Method**: [*e.g., Bank Transfer, Credit Card*]
* **Account Details**: [*Account Number, Sort Code, etc.*]
* **Reference**: [*Invoice Number or Reference Code*]

If you have already made this payment, please disregard this notice. If there are any issues or discrepancies regarding this invoice, please contact us immediately to discuss further.

Please direct any questions or responses to [Name, Title], at [Email Address/Phone Number].

Thank you for your prompt attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]