

[Your Company Letterhead]

[Date]  
[Client Name]  
[Client Company Name]  
[Client Address Line 1]  
[Client Address Line 2]

Subject: Overdue Payment Reminder – Invoice #[Invoice Number]

Dear [Client Name],

We are writing to remind you that the payment for invoice #**[Invoice Number]**, dated **[Invoice Date]**, in the amount of **[Amount Due]** is now overdue. According to our records, payment was due on **[Due Date]** and, as of today, we have not yet received your remittance.

We value our relationship and understand that oversights happen. Please arrange for the outstanding amount of **[Amount Due]** to be paid at your earliest convenience using one of the following payment methods:

- **Bank Transfer:** [Bank Details]
- **Cheque:** [Cheque Payee Details]
- **Online Payment:** [Online Payment Details/Link]

If you have already sent the payment, please disregard this notice. Should you have any questions regarding this matter or require further information, please feel free to contact us at [Your Contact Information] or [Your Email Address].

We appreciate your prompt attention to this overdue account and look forward to continuing our successful business relationship.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]