

Date: [Insert Date]

[Client/Customer Name]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Payment Follow-Up – Overdue Invoice #[Invoice Number]

Dear [Client/Customer Name],

I am writing to remind you that payment for invoice #[Invoice Number], originally due on [Due Date], remains outstanding. As of today, the balance of [Invoice Amount] is [number of] days overdue.

We value our business relationship and understand that oversights can happen. However, timely payment is essential to ensure smooth operations on both sides and to continue providing you with the best possible service.

Please let us know if there are any issues regarding this payment, or if there is any way we can assist you in resolving it. Otherwise, we kindly request that the outstanding amount be settled as soon as possible. The payment details, for your reference, are as follows:

- **Invoice Number:** [Invoice Number]
- **Invoice Amount:** [Invoice Amount]
- **Due Date:** [Due Date]
- **Bank Account/Payment Link:** [Insert Payment Details]

If payment has already been made, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation and continued partnership. Should you have any questions or concerns, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]