

**Your Company Name**

123 Business St.

City, State ZIP

Phone: (123) 456-7890

Email: billing@yourcompany.com

**Client Name or Business**

456 Client Ave.

City, State ZIP

Date: [Insert Date]

**Re: Overdue Payment Reminder – Invoice #[Invoice Number]**

Dear [Client Name],

We hope this message finds you well. Our records indicate that payment for Invoice #[Invoice Number], issued on [Invoice Date], in the amount of [Amount Due], remains outstanding and is now overdue.

As per our payment terms, payment was due by [Due Date]. To avoid any disruption of service and maintain our positive business relationship, we kindly request that payment be remitted as soon as possible.

Please find a summary of the outstanding invoice below:

Invoice Number	Invoice Date	Due Date	Amount Due
[Invoice Number]	[Invoice Date]	[Due Date]	[Amount Due]

*\*For your convenience, a copy of the original invoice is attached to this letter.*

If you have already sent payment, please disregard this notice. Should you have any questions or require further clarification, please contact us at (123) 456-7890 or billing@yourcompany.com.

Thank you for your prompt attention to this matter. We appreciate your business and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

Your Company Name