

[Your Company Letterhead]

Date: [Insert Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Subject: Payment Request for Overdue Invoice #[Invoice Number]

Dear [Client Name],

We hope this message finds you well. We are writing to remind you that payment for the following invoice remains outstanding:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Outstanding Amount:** \$[Amount]

As of today, the payment is [**Number of Days Late**] days overdue. We kindly request that you arrange for immediate settlement of the outstanding amount to avoid any potential disruption to our valued business relationship.

Please let us know if there are any issues or discrepancies regarding this invoice, or if you require any additional documentation. Timely settlements are essential for maintaining efficient operations and mutual trust.

We appreciate your prompt attention to this matter and look forward to receiving your payment at your earliest convenience. Kindly confirm receipt of this letter and advise us on the expected payment date.

If payment has already been sent, please disregard this reminder. Otherwise, please remit the payment to the following account:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Account Number]

SWIFT/IBAN: [SWIFT/IBAN]

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]