

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number] | [Email Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Payment Reminder – Invoice #[Invoice Number] (Including Interest Charges)**

Dear [Recipient Name],

We hope this letter finds you well. We are writing to remind you that payment for the following invoice is now overdue:

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

As stated in our terms of agreement, late payments are subject to an interest charge of **[Interest Rate]%** per annum. Since the payment is now [Number of Days Late] days overdue, the current interest charged on your outstanding balance amounts to **\$[Interest Amount]**. Therefore, the **total amount due is \$[Total Amount Due]** (including interest charges as of [Today's Date]).

Please arrange for the settlement of the above amount within the next [Number of Days, e.g. "7 days"] to avoid the accrual of further interest and potential disruption of services. You may remit payment using the following methods:

- Bank Transfer: [Bank Details]
- Check: Payable to [Your Company Name]
- Other methods: [Add if applicable]

If you have already made this payment, please disregard this notice. Otherwise, we kindly ask that you give the matter your immediate attention.

Should you have any questions regarding this invoice or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We value your business relationship and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]