

Overdue Invoice Payment Request Letter Template

An **overdue invoice payment request letter** is a formal document sent to clients or customers to remind them of unpaid invoices past their due date. The letter serves to politely yet firmly request payment while maintaining a professional relationship. Below is a sample format you can use:

Sample Overdue Invoice Payment Request Letter

[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, ZIP Code]
Subject: Overdue Invoice Payment Request â€“ Invoice ##[Invoice Number]
Dear [Client's Name],
I hope this message finds you well. We are writing to remind you that Invoice ##[Invoice Number], dated [Invoice Date], in the amount of [Outstanding Amount], remains unpaid. The original due date for this invoice was [Original Due Date]. We kindly request that you process this payment as soon as possible. If you have already sent payment, please disregard this notice, and accept our thanks. If not, we would appreciate your immediate attention to this matter.
Please note that according to our terms, a late fee of [Late Fee Amount or Percentage, if applicable] may be applied to overdue invoices.
If you have any questions or concerns regarding this invoice or payment details, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].
Thank you for your prompt attention to this matter. We value your business and look forward to continuing our professional relationship.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Key Elements to Include:

- Sender's contact details
- Client's details
- Invoice number and date
- Original due date
- Outstanding amount
- Clear and polite payment request
- Late fee or interest charge information (if applicable)
- Closing with appreciation and contact information