

[Your Company Letterhead]

[Date]

[Client Name]

[Client Position, if known]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

[City, State, Zip Code]

Dear [Client Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] regarding invoice **[Invoice Number]**, dated **[Invoice Date]**, for the amount of **[Amount Due]**, which, according to our records, remains outstanding.

We highly value our business relationship and understand that unforeseen circumstances can occasionally lead to delays. However, the payment was due on **[Due Date]** and, as of today, is **[Number of Days Late]** days overdue. A prompt settlement of this account would be greatly appreciated.

Please find attached a copy of the invoice for your reference. If payment has already been sent, kindly disregard this letter and accept our thanks. Otherwise, we would appreciate it if you could let us know the status of the payment or inform us of any issues that may be causing the delay.

We kindly request that the payment be made by **[New Requested Date]** to avoid any potential disruptions to the services we provide.

Should you have any questions or wish to discuss this matter, please feel free to contact me directly at **[Your Phone Number]** or **[Your Email Address]**. We look forward to your prompt response and continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]