

Business Letter for Overdue Payment Follow Up Sample

[Your Company Letterhead]

Date: [Insert Date]

To: [Client Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client Name],

I hope this letter finds you well. We highly value our ongoing business relationship and appreciate your continued trust in our services.

We are writing to remind you that Invoice #**[Invoice Number]**, dated **[Invoice Date]**, in the amount of \$**[Overdue Amount]** remains outstanding past its due date of **[Due Date]**. According to our records, payment has not yet been received.

Kindly review your accounts and arrange for payment at your earliest convenience. If you have already sent payment, please disregard this notice. Otherwise, we kindly ask for payment by **[Final Payment Date]** to avoid any potential interruption of services or late fees.

Please let us know if there are any issues or if you require further documentation regarding this invoice. If you have any questions or need assistance, do not hesitate to contact me directly at **[Your Phone Number]** or **[Your Email Address]**.

Thank you in advance for your prompt attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]