

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Subject: Payment Follow-Up and Interest Charges on Overdue Invoice

Dear [Recipient's Name],

We hope this message finds you well. Our records indicate that your payment for invoice **[Invoice Number]**, issued on **[Invoice Date]**, with a due date of **[Due Date]**, remains outstanding in the amount of **[Outstanding Amount]**.

As stipulated in our terms and conditions, payments not received by the specified due date are subject to an interest charge of **[Interest Rate, e.g., 1.5% per month]** on the overdue balance. As of today, the accumulated interest amounts to **[Interest Amount]**, bringing the total outstanding balance to **[Total Amount Due]**.

We kindly request that you settle the total amount due within the next **[Number of Days, e.g., 7 days]** to avoid further interest charges and possible disruption of services. Please find the payment details below for your convenience:

- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]
- **Reference:** [Invoice Number]

Should you have any questions or concerns regarding this matter, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your prompt attention to this matter and value our continued business relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]