

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to acknowledge the delayed payment for Invoice #[Invoice Number], which was due on [Due Date]. We understand that unforeseen circumstances may have contributed to the delay.

We appreciate your prompt attention to this matter and would like to remind you that the total amount due is [Amount]. Please let us know if there are any issues or if you require additional information to facilitate the payment process.

Thank you for your understanding, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]