

Letter of Demand for Overdue Payment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Demand for Overdue Payment

I hope this message finds you well. We are writing to bring to your attention the overdue payment of [Amount Due] for invoice number [Invoice Number], which was due on [Due Date]. As of today, this payment is [Number of Days Late] days late.

We kindly request that you address this overdue payment at your earliest convenience to avoid any interruption in our business relationship. Please ensure that the payment is processed by [New Deadline Date].

If you have already sent the payment, please disregard this notice. Otherwise, please let us know if there are any issues or concerns that may be preventing the completion of this payment.

Thank you for your prompt attention to this matter. We look forward to your immediate response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]