

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally acknowledge the delay in the payment due for [Invoice Number/Description of Service/Product]. As of today, the payment is [Number of Days] days overdue.

We understand that delays can happen and appreciate your situation. Please let us know when we can expect the payment or if there are any issues we should be aware of. If you require additional information or assistance, do not hesitate to reach out.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]