

Delayed Payment Alert

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We would like to bring to your attention that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, it is [Number of Days Late] days overdue.

We understand that oversights happen and would appreciate your prompt attention to this matter. If you have already made the payment, please disregard this notice. Otherwise, we kindly request that you settle the outstanding amount at your earliest convenience.

If you have any questions or concerns regarding this notice, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]