

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[Recipient's City, State, Zip Code]

## **Subject: Delinquent Payment Reminder**

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received your payment.

To avoid any potential penalties or late fees, we kindly request that you process this payment at your earliest convenience. The total amount due is [Amount Due].

If you have already sent the payment, please disregard this message. For any inquiries or concerns, feel free to reach out to me directly.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]