

# Shipping Payment Due Notice

Dear [Recipient's Name],

This is a reminder that your payment for the shipping invoice [Invoice Number] is now due. The total amount due is [Amount] and was due on [Due Date].

To ensure that your shipment is not delayed, please make the payment by [New Due Date].

Payment can be made via [Payment Method] to the following account:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Bank Name: [Bank Name]

If you have already made the payment, please disregard this notice. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]