

# Overdue Claim Payment Advisory

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your claim payment, referenced under claim number [Claim Number], is currently overdue. As per our records, the payment was originally due on [Due Date].

We kindly request your immediate attention to this matter. Please make the necessary arrangements to remit the payment at your earliest convenience to avoid any further delays or complications.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your prompt response regarding this outstanding balance.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]