

Notice of Unpaid Invoice

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This is a formal notice regarding the unpaid invoice [Invoice Number] dated [Invoice Date] totaling [Invoice Amount], which was due on [Due Date]. As of today, we have not received the payment.

Please arrange to remit the payment by [New Deadline] to avoid any late fees or disruption of services. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

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