

Critical Payment Demand

Date: [Insert Date]

To:

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally notify you of a critical payment that remains outstanding under invoice number [Invoice Number], dated [Invoice Date], for the amount of [Amount Due]. The payment was due on [Due Date] and is now [Number of Days Late] days overdue.

Despite our previous reminders, we have yet to receive the payment. This situation is impacting our ability to continue providing quality services to our clients. We kindly request that you process this payment immediately to avoid further consequences, including potential service interruption or additional charges.

Please make the payment by [Final Deadline Date] to ensure that we can continue our business relationship without disruption. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your immediate attention to this matter.

Thank you for your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[Your Email Address]
[Your Phone Number]