

Overdue Payment Reminder

Date: [Insert Date]

Dear [Vendor's Name],

I hope this message finds you well. This is a gentle reminder that our records indicate an outstanding payment of [Amount Due] that was due on [Due Date].

We kindly request that this payment be processed at your earliest convenience to maintain a good standing between our companies. If you have already sent the payment, please disregard this notice and accept our gratitude.

If you have any questions or require further details regarding this payment, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]