

# Urgent Notice: Unpaid Invoice

Dear [Recipient's Name],

We hope this message finds you well. This is to inform you that we have not yet received payment for invoice **[Invoice Number]**, which was due on **[Due Date]**. The outstanding amount is **[Amount]**.

Please arrange for the payment at your earliest convenience to avoid any late fees or disruption of services. If you have already made the payment, kindly disregard this notice and accept our thanks.

For any questions or further assistance, feel free to contact us at **[Your Contact Information]**.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]