

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

[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. I am writing to formally request the settlement of an overdue balance of [amount] for invoice #[invoice number], which was due on [due date]. Despite previous reminders, we have yet to receive payment.

We value our relationship with [Recipient's Company Name] and understand that oversights can occur. We kindly ask that this matter be addressed at your earliest convenience to avoid any disruption to our services.

Please let me know if you require any additional information or documentation to facilitate this payment. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

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