

Notice of Unpaid Bill

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention that the payment for Invoice #[Insert Invoice Number], dated [Insert Invoice Date], in the amount of [Insert Amount], is currently overdue.

We understand that oversights happen, and we kindly ask you to review your records at your earliest convenience. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

If you have any questions or concerns regarding this bill, please do not hesitate to contact us at [Insert Your Contact Information].

Thank you for your attention to this matter. We value your business and look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]