

Request for Payment on Overdue Account

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that your account with us, [Account Number], has an overdue balance of [Amount Due] as of [Due Date]. Our records indicate that this payment has not yet been received.

We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruption of services. Attached, you will find the invoice [Invoice Number] for your reference.

If you have already sent the payment, please disregard this notice. Otherwise, please let me know if you have any questions or if there's anything we can assist you with regarding this account.

Thank you for your attention to this matter. We look forward to resolving this swiftly.

Sincerely,
[Your Name]
[Your Position]
[Your Company]