

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding an overdue payment that remains outstanding as of [Insert Date]. The invoice number is [Insert Invoice Number] and was due on [Insert Due Date].

We understand that there may be unforeseen circumstances affecting payment schedules and wish to resolve this matter amicably. If there are any issues or further information required from our side, please do not hesitate to reach out.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]