

# Urgent Payment Request for Overdue Balance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your immediate attention the overdue balance of [Insert Amount] for invoice number [Insert Invoice Number] which was due on [Insert Due Date].

Despite previous reminders, we have yet to receive your payment. We understand that oversights happen, but we kindly request that you address this matter as soon as possible to avoid any additional late fees or interruptions in service.

Please remit the payment by [Insert New Due Date], and do not hesitate to reach out if you have any questions regarding this matter.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]