

Overdue Payment Notice

Date: [Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a formal notice regarding the overdue payment for invoice number [Invoice Number], which was due on [Due Date].

As of today, the outstanding amount is [Outstanding Amount]. We kindly request that you arrange for payment by [New Due Date] to avoid any late fees or disruptions in service.

If you have already sent your payment, please disregard this notice. If you have any questions or require further details, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]