

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Pre-Legal Notice for Unpaid Invoice

I hope this letter finds you well. We are writing to formally remind you that Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due] remains unpaid. As of today's date, the payment is [Number of Days Late] days overdue.

Despite our previous reminders, we have not yet received your payment. We kindly request that you address this matter urgently by making the payment by [Final Payment Deadline].

Please be aware that if payment is not received by the stated deadline, we may have no alternative but to escalate this matter to our legal department for further action, which may include legal proceedings to recover the outstanding amount.

We value your business and hope to resolve this matter amicably. Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] if you have any questions or require further assistance.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]