

Payment Deficiency Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we have not received the payment for invoice [Invoice Number], which was due on [Due Date]. As of today, the outstanding balance is [Amount].

Please ensure that the payment is made at your earliest convenience to avoid any late fees or disruption of services. If you have already sent the payment, please disregard this notice. If you have any questions regarding this matter, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]