

Overdue Payment Escalation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notice regarding your overdue payment for invoice # [Invoice Number], originally due on [Due Date].

As of today, the outstanding balance of [Amount Due] remains unpaid. We understand that oversights can happen, and we kindly request that you address this matter at your earliest convenience.

Should we not receive the payment by [Final Payment Date], we may need to escalate this issue further, which could include additional fees or legal action.

We value your cooperation and look forward to resolving this matter promptly. Please do not hesitate to reach out to us if you have any questions or require assistance.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]