

Overdue Payment Reminder

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you that your payment of [amount] for invoice #[invoice number] was due on [due date]. As of today, the payment is [number] days overdue.

Please arrange for the payment at your earliest convenience to avoid any late fees. If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]