

Subject: Notification of Delayed Payment

Dear [Client's Name],

I hope this message finds you well. We are writing to inform you that we have not yet received the payment for Invoice #[Invoice Number] which was due on [Due Date].

We understand that oversights happen, and we would appreciate your prompt attention to this matter. Please let us know if there are any issues we can assist you with regarding this payment.

For your convenience, we have attached a copy of the invoice. We kindly request that the payment be processed at your earliest opportunity.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]