

Overdue Payment Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the status of an overdue payment that was due on [insert due date]. As of today, the payment of [insert amount] remains outstanding.

Please let us know if there are any issues that need to be resolved regarding this payment. We would appreciate your prompt attention to this matter to avoid any additional late fees.

If you have already sent the payment, please disregard this letter. Otherwise, kindly provide us with an update on the payment status.

Thank you for your immediate attention to this issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]