

Overdue Payment Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an overdue payment for invoice [Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, the outstanding amount of [Amount Due] remains unpaid.

We understand that oversights can happen, and we would like to kindly request that you look into this matter at your earliest convenience. Please let us know if there are any issues regarding this payment, or if you require any additional information from our end.

Thank you for your attention to this matter. We appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]