

# Polite Overdue Payment Reminder

Dear [Vendor's Name],

I hope this message finds you well. I am writing to gently remind you that the payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received.

We understand that oversights happen and would greatly appreciate your attention to this matter at your earliest convenience. If you have already sent the payment, please disregard this message. Otherwise, we kindly request that you process this payment to avoid any late fees.

Thank you for your prompt attention to this matter. We value your partnership and look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]