

Payment Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to bring to your attention that your payment for invoice #[Invoice Number] dated [Invoice Date] is overdue. As of today, the total outstanding amount is [Amount Due].

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

Thank you for your immediate attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]