

Late Payment Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the late payment for invoice #[Invoice Number], which was due on [Due Date]. Our records indicate that as of today, the payment of [Amount] has not been received.

We kindly request that you process this payment as soon as possible to avoid any further action or late fees. If you have already sent the payment, please disregard this notice.

If you have any questions or require further assistance, please feel free to contact me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]