

Payment Collection Notice

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder that your payment of [amount] for invoice #[invoice number] was due on [due date]. As of today, the payment is [number of days] days overdue.

We kindly ask you to settle the outstanding amount at your earliest convenience. Please find the payment details below:

Payment Amount: [amount]

Due Date: [due date]

Payment Method: [bank details or payment link]

If you have already made the payment, please disregard this notice. Otherwise, we would greatly appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]