

# Payment Delay Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

As of today, the payment is [Number of Days Late] days overdue. We understand that unforeseen circumstances can arise, and we would like to offer our assistance in resolving this matter.

Please let us know if there are any issues or if you require any additional information to facilitate the payment. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]