

Late Payment Warning

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Late Payment

We are writing to remind you that your payment for invoice #[Invoice Number], originally due on [Due Date], has not yet been received. As of today, [Insert Date], the total amount owed is [Amount Due].

We understand that oversights can happen, and if you have already sent your payment, please disregard this notice. If not, we kindly request that you remit payment within the next 7 days to avoid any further action.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or concerns regarding your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]