

# Overdue Payment Escalation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to remind you that your payment of [amount] for invoice #[invoice number] is now overdue. As of today, the payment remains [number of days] days past the due date of [original due date].

We value your business and would like to resolve this matter as quickly as possible. If we do not receive the payment by [final notice date], we may have to escalate this matter further, which could include additional fees or legal actions.

Please contact us immediately to discuss this matter or to inform us of any issues that may have prevented timely payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]