

Payment Default Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received the payment that was due on [Due Date] for invoice #[Invoice Number]. As of today, the amount outstanding is [Amount].

Please note that this payment was expected to be made by the deadline stated in our previous communications. We understand that situations arise that may affect timely payments, and we would like to assist you in resolving this matter.

We kindly ask that you make the payment by [New Deadline]. If you have already sent the payment, please disregard this notice. Otherwise, please reach out to us as soon as possible to discuss your payment options.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]