Payment Default Reminder

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Payment Default Reminder

Dear [Recipient Name],

This is a friendly reminder that your payment for invoice #[Invoice Number], originally due on [Due Date], has not been received. As of today, the outstanding amount is [Amount Due].

We understand that oversights happen, and we kindly ask you to remit the payment at your earliest convenience. If you have already sent your payment, please disregard this notice.

If you are facing any difficulties, please contact us to discuss possible arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

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