

Payment Default Warning

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name: [Recipient's Name]

Recipient Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Subject: Payment Default Warning for Overdue Balance

Dear [Recipient's Name],

We are writing to inform you that your payment for invoice #[Invoice Number], dated [Invoice Date], is now overdue. The outstanding balance of [Amount Due] was due on [Due Date].

As of today, we have not received the payment, and we would like to remind you that this amount has been overdue for [Number of Days Overdue] days.

Please arrange for payment at your earliest convenience to avoid any further action or penalties. You can make the payment via [Payment Methods]. If you have already sent the payment, please disregard this notice.

If you are facing any issues regarding this payment, please contact us immediately at [Your Phone Number] or [Your Email Address]. We value our relationship with you and hope to resolve this matter promptly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]