

# **Subject: Discussion Regarding Overdue Invoice #12345**

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the status of Invoice #12345, which was due on [Due Date] and is currently overdue by [number of days overdue].

We understand that unforeseen circumstances can occur, and we are open to discussing payment arrangements that may work better for you. Please let us know if you would like to set up a call or meeting to explore options.

We value your business and appreciate your prompt attention to this matter. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]