

Overdue Payment Acknowledgment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company's Name]

Address: [Your Company's Address]

Dear [Recipient's Name],

We are writing to acknowledge the overdue payment on your account with us. As of today, our records indicate that the payment of [Insert Amount] for invoice number [Insert Invoice Number] is past due. The due date was [Insert Due Date].

We understand that oversights happen, and we kindly ask that you address this overdue payment at your earliest convenience. If you have already sent the payment, please disregard this notice. If you have any questions or concerns regarding your account or this notice, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]