

# Invoice Payment Delay Notice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received payment for invoice number [Invoice Number], which was due on [Due Date].

The total amount outstanding is [Amount]. As a valued client, we understand that oversights can happen, and we would like to kindly request that you review this matter at your earliest convenience.

If payment has already been sent, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter to avoid any late fees.

Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]