

# Overdue Payment Reminder

Dear [Client's Name],

This is a friendly reminder that your payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received. The total amount outstanding is [Amount].

Please arrange for the payment at your earliest convenience to avoid any late fees. If you have already made the payment, please disregard this notice and accept our thanks.

If you have any questions or concerns regarding this matter, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

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