

Escalation Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal escalation notice regarding the unresolved payment for Invoice #[Invoice Number], originally due on [Original Due Date]. Despite our previous reminders dated [List Previous Reminder Dates], we have yet to receive payment.

The total outstanding amount is [Insert Amount]. We kindly request that the payment be processed within the next [Insert Number of Days] days to avoid any further escalation of this matter.

Please treat this matter with urgency. If you have already sent the payment, please disregard this notice and provide us with the payment details for our reference.

If you have any questions or concerns, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]