

Payment Notification for Construction Project

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the late payment associated with the construction services provided for the project titled [Project Name], which commenced on [Project Start Date].

As of today, the payment of [Amount Due] was due on [Original Due Date]. According to our agreement, this payment is now [Number of Days Late] days overdue. We kindly request that you address this overdue payment at your earliest convenience to avoid any further penalties or disruption to the project timeline.

Please find attached the invoice [Invoice Number] for your reference.

Should there be any issues or if you require further clarification, please do not hesitate to reach out to us directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to resolving this situation amicably.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]