

Payment Request for Overdue Invoice

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request payment for the overdue invoice #[Invoice Number] dated [Invoice Date], amounting to [Invoice Amount].

As per our agreement, the payment was due on [Due Date]. As of today, the payment is [Number of Days] days overdue.

Please find attached a copy of the invoice for your reference.

I kindly request that the payment be processed at your earliest convenience to avoid any late fees or disruption to our ongoing project.

Thank you for your prompt attention to this matter. If you have already sent the payment, please disregard this notice. Otherwise, I would greatly appreciate your immediate action.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]