

Dear [Recipient's Name],

Thank you for your recent communication regarding the overdue payment on invoice #[Invoice Number], dated [Invoice Date]. We appreciate your reminder and acknowledge that we are aware of the outstanding balance of [Amount].

We apologize for any inconvenience caused and are currently reviewing our payment timeline. Rest assured, we are working diligently to resolve this matter as soon as possible.

If you have any further questions or require additional information, please feel free to reach out to us.

Thank you for your understanding.

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