

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder regarding the payment for Invoice #[Invoice Number] dated [Invoice Date], which is now [Number of Days] days overdue.

We kindly ask you to process this payment at your earliest convenience. Please let us know if you require any additional information to facilitate the payment.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]