

Acceptance of Overdue Payment Alert

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We acknowledge receipt of your overdue payment alert concerning Invoice #[Invoice Number], originally due on [Original Due Date].

We appreciate your prompt communication regarding this matter. We understand the importance of resolving this issue and are committed to ensuring that the payment is processed without further delay.

As agreed, we will ensure that the outstanding amount of [Insert Amount] is paid by [Insert New Payment Date].

Thank you for your understanding, and we apologize for any inconvenience this may have caused.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]