

Subject: Response to Overdue Billing Notification

Dear [Billing Department/Recipient's Name],

Thank you for your recent communication regarding the overdue billing for invoice #[Invoice Number]. We appreciate your prompt reminder and value our relationship with [Company Name].

We acknowledge that the payment due on [Due Date] is still outstanding. This is due to [brief explanation of the delay, e.g., processing error, unforeseen circumstances, etc.]. We are actively working to resolve this matter, and we anticipate being able to settle the outstanding amount of [Amount Due] by [New Payment Date].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]