

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally address a persistent issue we have been experiencing concerning late payments from your organization. Despite multiple reminders and discussions regarding this matter, payments due for the [specific service or product] have consistently been delayed beyond the agreed-upon terms.

As per our agreement dated [insert date], payments were to be made within [insert number of days] days of receipt of the invoice. However, our records indicate that the payments for invoices #[insert invoice numbers] received on [insert dates] remain outstanding.

Therefore, I request your immediate attention to this matter and urge you to settle the outstanding payments by [insert deadline]. Failure to do so may lead us to reconsider our business dealings.

I appreciate your prompt attention to this issue and look forward to your reply.

Sincerely,  
Your Name  
Your Position (if applicable)  
Company Name (if applicable)