

Escalation Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal escalation notice regarding the overdue payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the payment remains unpaid for [Number of Days Overdue] days.

We kindly request that you address this matter promptly to avoid any further action. Please remit the total amount of [Total Amount Due] by [New Deadline].

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your immediate attention to this serious matter.

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]