

Subject: Regret for Overdue Invoice Distribution

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our sincere regret regarding the overdue invoice dated [Invoice Date] with invoice number [Invoice Number]. We understand that timely payments are crucial for maintaining a healthy business relationship.

We appreciate your business and want to ensure that there is no disruption in service. If there are any issues or concerns regarding the invoice, please do not hesitate to reach out to us. We are more than willing to assist in resolving any misunderstandings.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]