

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the outstanding invoices that are currently overdue. We value our partnership and would like to ensure that all payments are up to date.

As of today, the following invoices are pending:

- Invoice #[Invoice Number 1] - Due Date: [Due Date 1] - Amount: [Amount 1]
- Invoice #[Invoice Number 2] - Due Date: [Due Date 2] - Amount: [Amount 2]

Could you please provide us with an update regarding these outstanding amounts? If there are any issues or if you require additional information, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]