

Subject: Overdue Invoice Settlement Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the overdue invoice dated [Invoice Date], with the reference number [Invoice Number], which currently stands at [Amount]. As of today, the invoice is [Number of Days] days overdue.

We understand that oversights can happen and would like to explore the options available for settling this outstanding balance. We value your partnership and are committed to maintaining open lines of communication.

Please let us know a convenient time for you to discuss this matter further or if you require any additional information to facilitate the payment process.

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

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