

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

City, State, Zip Code

Dear [Recipient's Name],

We hope this message finds you well. This letter is to inform you that your payment for invoice #[Insert Invoice Number] was due on [Insert Due Date], and has not yet been received.

As per our policy, a late fee of [Insert Late Fee Amount] has been applied to your outstanding balance. The total amount due now stands at [Insert Total Amount Due].

Please make your payment by [Insert Payment Deadline] to avoid any further late fees. You can make your payment through [Insert Payment Methods].

If you have already submitted your payment, please disregard this notice. Should you have any questions or require assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]