

# Payment Default Warning

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification regarding your account with [Your Company Name]. As of [Insert Date], we have not received payment for invoice #[Insert Invoice Number], which was due on [Insert Due Date].

As per our records, the outstanding amount is [Insert Amount]. We kindly ask you to make the necessary payment within [Insert Time Frame, e.g., 14 days] to avoid any late fees or further action. If you have already made your payment, please disregard this notice.

Should you have any questions or require assistance, feel free to contact us at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]