

# Payment Delinquency Alert

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your account with us is currently showing signs of payment delinquency.

As of [Date], we have yet to receive payment for the invoice dated [Invoice Date] totaling [Amount]. As per our records, this payment is now [number of days] days past due.

We kindly ask you to review your records and process this payment at your earliest convenience to avoid service interruptions or additional fees.

If you have already sent the payment, please disregard this notice. Otherwise, feel free to reach out to us if you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]