

Late Payment Notification

Date: [Insert Date]

To: [Customer Name]

Company: [Customer Company Name]

Address: [Customer Address]

Dear [Customer Name],

We wish to bring to your attention that, as of today, your account with us shows an outstanding balance for invoice **[Invoice Number]** dated **[Invoice Date]**. The invoice amount of **[Amount Due]** was due on **[Due Date]** and is now **[Number of Days Late]** days overdue.

We kindly ask that you remit payment at your earliest convenience to avoid any interruption of services. For your reference, details regarding your outstanding invoice are as follows:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Outstanding Amount:** [Amount Due]

If payment has already been sent, please disregard this notice. Otherwise, we would appreciate if you could confirm the status of this payment or inform us of any issues delaying payment.

Maintaining a positive business relationship is important to us, and we are happy to assist if you have any questions or require further details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Details]