To,

[Name of Recipient]

[Recipient Address]

Date:

**Subject: Notification Letter for Late Payment**

Dear Mr./Mrs.[name of Recipient],

I would like to bring your attention that the payment against invoice/bill no [mention invoice number] is overdue. Let me remind you that our company policy is to provide our clients with [mention days/weeks] of credit after their last bill so that they can pay the bill with ease.

However, our records show that now your payment is [mention number of days/weeks] overdue. Therefore, I would request you to make this payment as soon as possible.

Feel free to contact our customer service department for any further details or queries. Looking forward for a positive gesture from you.

Best Regards,

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]