

Formal reminder letter for overdue payment

Subject: Overdue Payment Reminder

Dear [Recipient],

This is a formal reminder regarding your overdue payment of [Amount] for invoice [Invoice Number], which was due on [Due Date].

We request you to make the payment promptly to maintain a good standing with our company.

Failure to settle the amount may result in additional charges or suspension of services.

We appreciate your immediate attention to this matter.

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