Formal letter requesting overdue payment from a client

Subject: Payment Claim for Outstanding Invoice

Dear [Clientâ€™s Name],

I am writing to formally remind you about the outstanding payment of [amount] relating to Invoice #[number], which was issued on [date]. As per our agreed payment terms, the invoice was due on [due date], but unfortunately, we have not yet received the payment.

We kindly request that you settle this balance immediately. If the payment has already been made, please disregard this letter and provide us with the payment confirmation details. However, if there are any issues or disputes regarding this invoice, do let us know so we can resolve them promptly.

Please note that continued delay may result in additional interest charges or legal action in accordance with our contractual agreement.

We appreciate your immediate attention to this matter and look forward to your prompt payment.

Sincerely,

[Your Name]

[Your Position]