TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Overdue invoice

Dear Evan,

I'm writing to inform you I haven't received payment for invoice number 336, which was due last week. I originally sent the invoice on March 26, and the total amount of $2,000.00 was due on Wednesday of last week. I'll attach a copy of this invoice below in case you need to update your records.

Please let me know if you have any questions about this invoice. I'll call you next week if I don't hear from you to ensure this email reaches you. Thank you for your time!

Best,

**[Signature]**

**[Your Name]**

**[Address]**