TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

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

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I am contacting you on behalf of **[Name]**  with regard to the following outstanding invoice:

Invoice number **[#]**

Per the terms of our original agreement, the payment was due on **[Date]**. As such, it is currently overdue by **[#]** weeks. I have attached a copy of the invoice to this letter for your reference.

If there are any issues preventing the payment of this invoice, please let me know. Otherwise, I would appreciate your swift cooperation in settling this balance as soon as possible. I hope that we can resolve this issue quickly and continue to work together.

Thank you in advance for your cooperation.

Yours faithfully

**[Name]**