**Subject:** [your company] - Overdue Payment - [invoice ref number]

Dear [client name],

Further to my previous correspondence, I’m contacting you on behalf of [your company] with regard to the following outstanding invoice

[Invoice ref number] / [invoice balance]

This invoice is now overdue (due: [invoice due date]). It would be greatly appreciated if you could advise as to payment status.

If there are any issues delaying payment (e.g. missing invoice, incorrect information etc.) please do let me know and I can send the relevant information as the due date for this invoice has now passed.

I have attached a copy of the invoice for your reference.

Best wishes,

[Sender name]