

[Name of Sender]
[Address of Sender]
[City, State, Zip code]

[Date]

[Name of Receiver]
[Address of Receiver]
[City, State, Zip code]

Re: Late Payment

Dear [Name of Receiver],

The intent of this letter is to formally remind you that the payment owed by you on [account number] is past due. [Amount] was due for payment on [date of due payment]. Kindly pay the amount immediately, together with the corresponding penalty, with either cash or a cashier's check on the attached self-addressed, stamped return envelope for your convenience. Please include your account number as well.

Kindly disregard this notice if payment has already been made. We advise you settle your dues immediately to avoid further penalties.

Thank you for your immediate action regarding the matter.

Sincerely,

[Name of Sender]
[Position or Role]

