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Name Surname

Senior Executive

Address goes here. Street, City, Country

contact@yourmail.com

000-987-654-321

Name Surname

I hope you are doing well! This failure of payment notice is in regards to the renovation we finished at your office a couple of weeks ago. We wanted to inform you that the due date for invoice #78 associated with this contract was due on 25th May 2023, and we are yet to receive the payment.

The total due amount is \$ _____, and you can pay by either cash, check, or online transfer. Please contact me on the number mentioned on the letterhead if you have any doubts. I will be happy to assist you in any way possible.

I have also attached a copy of your invoice with this failure of payment notice for your reference. You can get our bank information in it.

Requesting you to please pay your dues at the earliest as our company policy dictates an overdue fee of 10% after the 20-days mark.

We look forward to hearing from you soon!

Namesurname

NAME SURNAME

General Manager