

Subject: Urgent: Overdue Invoice #2024-15

Body: We are writing to you regarding the overdue payment for Invoice #2024-15, which was due on May 1st. According to our records, the amount of \$5,000 remains outstanding. Our standard payment terms are Net 30, and late fees may begin to accrue if not paid promptly. We understand that oversights can happen, and we would appreciate it if you could arrange for payment at your earliest convenience to avoid any further charges. A copy of the original invoice is attached for your reference. If the payment has already been sent, please disregard this notice and accept our apologies for the inconvenience. Thank you for your prompt attention to this matter.