

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of the outstanding payment of [amount owed] for [describe the service or product], which was due on [due date].

Despite previous communications regarding this matter, we have yet to receive the payment. We understand that oversights can happen and would appreciate your immediate attention to this outstanding balance.

To avoid any late fees or disruption of service, please arrange for payment by [new deadline]. You can send the payment via [payment method details].

If you have already sent the payment or believe this notice to be in error, please contact me directly at [your phone number or email address] so we can resolve the matter promptly.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]