

[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 follow up regarding the outstanding payment of [amount] which was due on [due date].

We greatly appreciate your business and understand that oversights can happen. If the payment has already been sent, please disregard this notice. However, if it has not yet been processed, we kindly ask that you address this at your earliest convenience.

Should you have any questions or require further details, please do not hesitate to reach out. We value our relationship and look forward to resolving this matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]