

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

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

Dear [Recipient's Name],

Subject: Request for Payment of Outstanding Dues

I hope this letter finds you well. I am writing to bring to your attention the outstanding payment of [amount] that remains due as of [due date]. Our records indicate that this payment pertains to [brief description of the service/product or invoice number].

As per our agreement, the payment was due on [due date], and despite our previous reminders, we have yet to receive the payment. We kindly ask you to process this payment at your earliest convenience to avoid any disruption in our ongoing services.

Please find attached copies of the relevant documents for your reference.

If you have already made this payment, please disregard this letter.

Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your understanding, and I look forward to your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]