

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Dues Notification

I hope this message finds you well.

I am writing to bring to your attention the outstanding payment for invoice number [Invoice Number], which was due on [Due Date]. According to our records, the total amount of [Amount] remains unpaid.

We understand that oversights can happen, and we would like to urge you to process this payment at your earliest convenience. Timely payments are crucial for maintaining a smooth business relationship, and we value your continued partnership.

Please let us know if there are any issues preventing the payment or if you require any further details regarding the invoice. We are here to assist you.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

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