

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

Dear [Recipient's Name],

Subject: Request for Outstanding Dues

I hope this message finds you well. I am writing to formally remind you of the outstanding payment that remains due for [brief description of the service/product], which was originally invoiced on [Invoice Date] with an invoice number [Invoice Number].

According to our records, the total amount of [Amount Due] was due on [Due Date]. As of today, this payment is now [number of days] days overdue.

We would appreciate your prompt attention to this matter and kindly request the settlement of the outstanding amount by [new deadline, e.g., end of the month]. If you have already made this payment, please disregard this letter and accept our thanks.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention and cooperation.

Sincerely,

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