

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to remind you that the payment of [amount] for invoice [invoice number], dated [invoice date], is now due. According to our records, this payment was expected by [payment due date].

We understand that oversights can happen, and we would appreciate your attention to this matter. Please let us know if there are any issues regarding this payment or if you require any additional information from our side.

Thank you for your prompt attention to this matter. We value your business and look forward to your response.

Best regards,

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