

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

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

Dear [Recipient's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to follow up on the outstanding payment for Invoice #[Invoice Number], issued on [Invoice Date], which was due on [Due Date].

As of today, the amount of [Invoice Amount] remains unpaid. We kindly ask that you process this payment at your earliest convenience to avoid any late fees.

Payment can be made via [Payment Method, e.g., bank transfer, check, etc.]. Please find the payment details below:

[Provide Payment Details]

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Company]  
[Your Company's Contact Information]