

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this letter finds you well. I am writing to kindly remind you of the outstanding payment for Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Amount Due]. As of today, this payment is [number of days] days overdue.

We appreciate your prompt attention to this matter and look forward to your swift response. Please find the details of the invoice attached for your reference.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]