

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

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

Dear [Recipient's Name],

I hope this message finds you well! I wanted to take a moment to touch base regarding the outstanding payment of [amount] for [service/product] provided on [date].

As we agreed, the payment was due on [due date], and I understand that sometimes things can get overlooked. If you could please process this payment at your earliest convenience, I would greatly appreciate it.

If you have any questions or need further information, please feel free to reach out. Thank you for your attention to this matter, and I look forward to hearing from you soon!

Warm regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]