

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

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

Dear [Recipient's Name],

Subject: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to remind you that the payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Total Amount] was due on [Due Date].

As of today, we have yet to receive this payment. If the payment has already been sent, please disregard this reminder. Otherwise, I kindly request that you process the payment at your earliest convenience.

Should you have any questions or concerns regarding this matter, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]