

[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: Urgent Payment Request

I hope this message finds you well. I am writing to bring to your attention an outstanding payment that requires immediate action.

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Amount Due: [Amount]

Due Date: [Due Date]

As of today, the payment has not been received, and we kindly request that this matter be prioritized. This payment is critical to [briefly state reason, e.g., maintaining service, meeting operational costs, etc.].

Please let us know if there are any issues or if further information is needed from our side to expedite this process.

Thank you for your immediate attention to this matter. We appreciate your cooperation and look forward to resolving this promptly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Website] (if applicable)