

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

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

Dear [Client's Name],  
Subject: Payment Request

I hope this message finds you well. We appreciate your business and the trust you have placed in us for your [specific service/product].  
As per our agreement, we would like to kindly remind you that the payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Amount Due] is now due.

We have attached a copy of the invoice for your reference. Please let us know if you have any questions or require further documentation regarding this payment.

We appreciate your prompt attention to this matter and look forward to continuing our successful partnership.

Thank you for your cooperation.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]