

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to kindly remind you regarding the outstanding payment of [amount] for [goods/services provided], which was due on [due date]. We understand that oversights can happen and would appreciate your attention to this matter.

If there are any issues or if you need further details regarding the invoice, please feel free to reach out. We value your partnership and look forward to resolving this promptly.

Thank you very much for your attention to this matter.

Warm regards,

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