

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. We would like to bring to your attention that the payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] was due on [Due Date].

As of today, we have not yet received the payment. We kindly request that you process this payment at your earliest convenience.

Should you have any questions or require further details, please do not hesitate to reach out to me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]