

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you of the outstanding payment of [amount] for [description of services or goods] that was due on [due date].

We would greatly appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this letter. Otherwise, please let me know if you have any questions or need any assistance regarding the payment process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]