

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to kindly remind you that payment for [describe the service/product] provided on [date] is now due. The total amount is [amount].

Please process the payment by [due date] to avoid any late fees. You can make the payment via [provide payment method details].

Thank you for your prompt attention to this matter. If you have any questions, please don't hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]