

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that payment for Invoice #[Invoice Number], dated [Invoice Date], is still outstanding. The total amount due is [Amount Due]. As of today, the payment is [number of days overdue] days overdue.

According to our agreement, payment was due by [Due Date]. I would appreciate it if you could process this payment at your earliest convenience.

If you have already made this payment, please disregard this notice. Otherwise, please let me know if there are any issues or if you need further information to facilitate the payment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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