

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Outstanding Payment Reminder

I hope this message finds you well.

We are writing to remind you that there is an outstanding payment of [amount] for invoice #[invoice number], dated [invoice date]. According to our records, this payment was due on [due date].

We kindly ask you to arrange for the payment at your earliest convenience. If you have already sent the payment, please disregard this notice, and we appreciate your promptness.

Should you have any questions or need any assistance, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]