

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

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

Dear [Recipient Name],

Subject: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well.

I am writing to remind you that the payment for Invoice #[Invoice Number], dated [Invoice Date], is currently pending. The total amount due is [Amount Due], and the original due date was [Due Date].

We understand that oversights can happen and appreciate your attention to this matter. If the payment has already been processed, please disregard this notice. However, if you have any questions regarding this invoice or require additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

We value your partnership and look forward to your prompt response to this matter.

Thank you for your attention.

Sincerely,

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