

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

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

Dear [Recipient's Name],

Subject: Pending Payment Notification

I am writing to bring to your attention the pending payment for [specific services/products] provided on [date]. According to our records, the amount of [amount] was due on [due date], and we have yet to receive payment.

We value our relationship with [Recipient's Company Name] and appreciate your prompt attention to this matter. Kindly let us know if there were any issues regarding the payment or if you require further information.

We look forward to your swift response.

Thank you for your cooperation.

Sincerely,

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