

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

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

Dear [Recipient Name],

Subject: Unresolved Payment Issues

I hope this letter finds you well.

I am writing to formally address the outstanding payment issue regarding invoice number [Invoice Number], dated [Invoice Date]. As of today, the amount of [Amount Due] remains unpaid, despite previous communications about this matter.

According to our records, payment was due on [Due Date], and we have made several attempts to resolve this issue, including [briefly outline previous communications or attempts to resolve].

I kindly request your immediate attention to this matter. Please let me know the status of this payment at your earliest convenience. If there are any issues or additional information needed to facilitate the payment, do not hesitate to contact me.

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

Sincerely,

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