

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

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

Dear [Recipient's Name],

Subject: Pending Payment Reminder

I hope this message finds you well. I am writing to bring to your attention the pending payments associated with invoice numbers [Invoice Number(s)] dated [Invoice Date(s)], which remain outstanding as of [Current Date].

As per our agreement, the payment was due on [Due Date]. The total amount due is [Amount]. I kindly ask you to review your records and process the payment at your earliest convenience.

If there are any issues or disputes regarding the pending payment, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]