

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

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

Dear [Recipient's Name],

Subject: Reminder for Pending Payment

I hope this message finds you well. I am writing to remind you that, as of [due date], we have not yet received payment for the invoice [Invoice Number] dated [Invoice Date], which amounts to [Invoice Amount].

We understand that oversights happen, and we would appreciate your prompt attention to this matter. Please let us know if there are any issues or if you require any further information regarding this payment.

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

Best regards,

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