

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

Dear [Recipient's Name],

Subject: Follow-Up on Pending Payment

I hope this message finds you well. I am writing to follow up regarding an outstanding payment of [amount] for [description of goods/services provided], which was due on [due date].

As of today, the payment remains unpaid, and I would like to kindly request that this matter be addressed at your earliest convenience.

Attached is a copy of the invoice for your reference.

If you have already sent the payment, please disregard this notice. However, if you require any further information or assistance, do not hesitate to reach out.

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

Best regards,

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