

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Pending Payment Notification

Dear [Recipient Name],

We hope this message finds you well.

This letter serves as a reminder that the payment of [amount due] for invoice number [invoice number] dated [invoice date] is still pending as of [current date]. According to our records, the payment was due on [original due date].

We kindly request that you process this payment at your earliest convenience to avoid any late fees or service interruptions. If you have already sent the payment, please disregard this notice.

Should you have any questions or require further assistance, feel free to contact us at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]