

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you of the outstanding payment of [amount] that was due on [due date] for [specific service or product provided]. As of today, we have not yet received this payment.

Timely payment is crucial to maintaining our services and continuing our business relationship. If you have already processed this payment, please disregard this notice. Otherwise, I would appreciate it if you could arrange for payment by [new payment deadline].

Thank you for your attention to this matter. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]