

[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: Outstanding Payment Reminder

I hope this message finds you well. I am writing to follow up on the outstanding payment of [amount] for invoice number [invoice number] dated [invoice date], which was due on [due date].

As of today, the payment remains unpaid, and we kindly request that it be settled at your earliest convenience. Failure to remit this payment may result in [mention any consequences, if applicable, e.g., late fees, disruption of services].

Please find attached a copy of the invoice for your reference. If you have already submitted the payment, please disregard this notice.

Otherwise, we would appreciate your prompt attention to this matter. Thank you for your cooperation. If you have any questions or require further information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]