

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Outstanding Payment Request

Dear [Client's Name],

I hope this message finds you well. We are writing to bring to your attention an outstanding payment that remains unpaid as of [due date].

The details are as follows:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Amount Due: [Amount Due]

As per our records, the payment was due on [Due Date], and we have yet to receive the payment. We kindly ask that this matter be addressed at your earliest convenience to avoid any late fees.

If you have already made this payment, please disregard this notice. If not, we would appreciate your prompt attention to this matter.

Thank you for your immediate attention to this outstanding invoice.

Should you have any questions, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Website]