

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Payment Notification

We hope this message finds you well. We are writing to remind you that your payment for invoice #[Invoice Number], which was due on [Due Date], remains unpaid. The total amount outstanding is [Amount Due].

We kindly request that you make the payment by [New Due Date] to avoid any late fees. If you have already sent the payment, please disregard this notice.

Should you have any questions or require assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]