

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder of Unpaid Invoice #[Invoice Number]

I hope this message finds you well.

I am writing to remind you that invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], remains unpaid. As of today, the payment is [number of days] days overdue.

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

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]