

[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],  
Subject: Payment Reminder

I hope this message finds you well. This letter serves as a reminder that your payment of [amount] for [invoice number or service/item] was due on [due date].

As of today, we have not yet received this payment. We kindly ask that you process this 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 concerns regarding this payment, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]