

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

Subject: Reminder for Outstanding eHub Payments

I hope this message finds you well. This is a friendly reminder regarding the outstanding payments associated with [specific invoice number or reference] that were due on [due date].

As of today, the total amount of [amount] remains unpaid. We kindly ask you to process this payment at your earliest convenience to avoid any late fees.

If you have already sent the payment, please disregard this notice.

Otherwise, we appreciate your prompt attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]