

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the outstanding payment of [amount] for [description of goods/services], which was due on [due date].

Please find attached the relevant invoice for your reference. I would appreciate it if you could process the payment at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]