

[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],

I hope this message finds you well. I am writing to formally request payment for [describe the product/service, invoice number, or agreement reference] that was due on [due date].

As of today, the total outstanding amount is [insert amount]. We would appreciate your prompt attention to this matter.

Please let us know if you have any questions or require further documentation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]