

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Solicitation for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to remind you that the payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is now overdue. As per our agreed terms, the payment was due on [Due Date].

We understand that oversights happen and would appreciate your attention to this matter. Please let us know if you have already sent the payment or if there are any issues that we can assist you with.

We kindly request that the payment be processed at your earliest convenience. If you require another copy of the invoice or any additional information, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

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