

[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 wanted to take a moment to express my appreciation for our business relationship and for the trust you have placed in me.

I am writing to kindly remind you that, as of [insert date], there is an outstanding payment of [insert amount] for [specify services/products provided]. I understand that things can get busy, and it's easy to overlook payment due dates.

If you could please process this payment at your earliest convenience, I would greatly appreciate it. Should you have any questions or need additional information, please don't hesitate to reach out.

Thank you for your attention to this matter, and I look forward to continuing our partnership!

Warm regards,

[Your Name]