

[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 Reminder for Invoice #[Invoice Number]  
I hope this message finds you well. This is a friendly reminder regarding the outstanding payment of [amount] for invoice #[invoice number], which was due on [due date].  
As of today, we have not yet received the payment. We would appreciate it if you could take a moment to check on this matter.  
Please let us know if you have any questions or require further information.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]