

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company 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] that was due on [due date] for [description of goods/services].

As per our records, we have not yet received this payment.

If you have already processed the payment, please disregard this message.
Otherwise, I would greatly appreciate your attention to this matter at
your earliest convenience.

Thank you for your prompt response, and please feel free to reach out if
you have any questions or need further assistance.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]